

## Facility Set Up Form

For our staff to better serve you, please answer the following questions, and return to the church office.

Name of Ministry or Event \_\_\_\_\_

Contact person \_\_\_\_\_ Phone numbers: \_\_\_\_\_

Event Day(s) \_\_\_\_\_ Date(s) \_\_\_\_\_ Times: \_\_\_\_\_

Facility Location: East Campus(114<sup>th</sup> & Center) \_\_\_\_\_ West Campus(180<sup>th</sup> & Dodge) \_\_\_\_\_

Room(s) or area(s) requested \_\_\_\_\_

Number of people expected to attend \_\_\_\_\_ Are people to be seated at tables? Yes No

Please indicate all equipment needed:

Podium \_\_\_ Microphone \_\_\_ VHS Player \_\_\_ DVD Player \_\_\_ CD Player \_\_\_ Cassette Player \_\_\_

Computer \_\_\_ Television \_\_\_ Video Projector \_\_\_ Overhead Projector \_\_\_ Whiteboard \_\_\_ Piano \_\_\_

***If you need a laptop computer, be sure you have someone who knows how to operate it.***

***Please note: Prior approval is needed for movement or use of equipment.***

Please diagram your preferred set-up arrangement below (tables, chairs, podium, audio-visual equipment):

Signed: \_\_\_\_\_ Date: \_\_\_\_\_