

# ROOM SET UP REQUEST FORM

RETURN REQUEST TO STEVE SMITH AFTER DATE HAS BEEN CONFIRMED WITH FACILITIES SCHEDULER

CONTACT PERSON \_\_\_\_\_

PHONE NUMBERS \_\_\_\_\_

ORGANIZATIONS/GROUP \_\_\_\_\_

START DATE \_\_\_\_\_ END DATE \_\_\_\_\_

EVENT: START TIME \_\_\_\_\_ END TIME \_\_\_\_\_

ARRIVAL TIME: FOR SET UP \_\_\_\_\_ DEPARTURE \_\_\_\_\_

ITEMS NEEDED: FILL IN ALL THAT APPLY

TABLES: ROUND# \_\_\_\_\_ BANQUET# \_\_\_\_\_

SEATING FOR # \_\_\_\_\_

SCREENS \_\_\_\_\_ MUSIC STANDS # \_\_\_\_\_

OVERHEAD PROJECTOR \_\_\_\_\_ FLIPCHART/WHITEBOARD \_\_\_\_\_

**AUDIO/VISUAL REQUEST ON OTHER SIDE**

ROOM REQUESTED:

LOUNGE \_\_\_\_\_

FELLOWSHIP HALL \_\_\_\_\_

HUDSON ROOM \_\_\_\_\_

CHARTER ROOM \_\_\_\_\_

CHOIR ROOM \_\_\_\_\_

SANCTUARY \_\_\_\_\_

NARTHEX \_\_\_\_\_

MCCLINTOCK CHAPEL \_\_\_\_\_

GYM \_\_\_\_\_

TYC \_\_\_\_\_

KITCHEN\* \_\_\_\_\_

OTHER \_\_\_\_\_

CLASSROOMS (CIRCLE)

101 102 103 104 202 204 208

RM 1 RM2 RM3 RM4

\*MUST HAVE SPECIAL PERMISSION

ROOM SET UP/SPECIAL INSTRUCTIONS

# Highland Presbyterian Church - Audio Visual Reservations

Event Name \_\_\_\_\_ Date \_\_\_\_\_ PL=Power Lectern  
 SOUND CHECK NEEDED Date \_\_\_\_\_ Time \_\_\_\_\_ VC=Video Cart SA= Special Arrangements

## Circle Location and Desired Requirements

A = HPC Operator Required

Requirements	Sanctuary	FellowShip H.	Lounge	Choir Rm	Gym	Room #
Podium & Mic	A	A	A	A	A	PL
Wireless Handheld Mic	A	A	A	A	A	
Wireless Lapel Mic	A	A	A	A	A	
Video w/ Guest's computer	A	A	VC	VC	A	VC
Video w/ HPC computer	<span style="border: 1px solid black; padding: 2px;">A</span>	<span style="border: 1px solid black; padding: 2px;">A</span>	VC	VC	<span style="border: 1px solid black; padding: 2px;">A</span>	VC
Audio Recording	<span style="border: 1px solid black; padding: 2px;">A</span>	<span style="border: 1px solid black; padding: 2px;">A</span>		<span style="border: 1px solid black; padding: 2px;">SA</span>	<span style="border: 1px solid black; padding: 2px;">SA</span>	<span style="border: 1px solid black; padding: 2px;">SA</span>
Video Recording	<span style="border: 1px solid black; padding: 2px;">A</span>					
Additional Microphones	<span style="border: 1px solid black; padding: 2px;">A</span>	<span style="border: 1px solid black; padding: 2px;">A</span>			<span style="border: 1px solid black; padding: 2px;">A</span>	
CD Playback	<span style="border: 1px solid black; padding: 2px;">A</span>	A	A	A	<span style="border: 1px solid black; padding: 2px;">A</span>	
DVD Playback	<span style="border: 1px solid black; padding: 2px;">A</span>	A	VC	VC	<span style="border: 1px solid black; padding: 2px;">A</span>	VC
MP3 Playback	<span style="border: 1px solid black; padding: 2px;">A</span>	A		A	<span style="border: 1px solid black; padding: 2px;">A</span>	

Other/Comments: \_\_\_\_\_

HPC Operator Name (confirmed) \_\_\_\_\_ Phone \_\_\_\_\_

Guest Contact Name \_\_\_\_\_ Phone \_\_\_\_\_

JAH 4/17/2013