



FAITHBRIDGE CHURCH ROOM SET UP FORM

Please fill out and return to the Office or Secretary/Office mailbox at least **ONE WEEK** prior to usage. If not returned, you will be responsible for your own setup. Thanks!

I (name & group name) _____,
will be using the (room) _____ for the following date(s), _____,
and time(s) _____. (Event time is from _____ to _____.)

(Above time(s) should include clean-up time so Custodial knows when the bldg. is empty.)

Prior access requested for decorating? Yes _____ No _____ If yes, when? _____

Number attending? _____ Home phone # _____ Cell # _____

Email address: _____

Best time to contact (circle): Morning Afternoon Evening

Tables needed & how many? Round _____ Rectangle (6 ft.) _____ Rectangle (8 ft.) _____

Conference (18" Wide x 8' Long) _____. Chairs? Yes / No How many? _____

Kitchen Use? Yes / No **If Yes, read note below.**

PLEASE NOTE: If using the kitchen for more than beverages, you must contact the Hospitality Coordinator at 732-1404 to arrange for kitchen supervision. Any usage of kitchen supplies must be cleared by the Coordinator.

A/V or Sound? Yes / No **If Yes, please fill out section below.**

Check all that apply for use in your presentation.

Bringing personal computer *(Please circle one of the following*)*
Macintosh PC

** Your operating system and/or software must be Windows Vista/Microsoft Office 2010 or newer to be compatible with most Faithbridge systems*

Requesting church laptop

Requesting sound system (speakers & microphone)

Requesting projector (Fell Hall, Fireside & Man Cave have ceiling projectors)

Requesting presentation clicker

Requesting AV Tech (additional cost applies)

PowerPoint

Other presentation software (please write) _____

Video *If yes, please circle what video format:*

DVD Blue Ray Digital Other (please write): _____

Audio *If yes, please circle what audio format:*

CD Digital Other (please write): _____

Other *(please explain):* _____

Please arrange Fellowship Hall, Gym or South Room (draw) in the following manner:

(Fellowship Hall has screen on North wall, Kitchen on East, and Sanctuary on South)

(Gym has screen on North wall, Kitchen on South) (South Room has TV on East Wall, Gym on North)

N

Fellowship Hall | Gym | South Room (Circle one)

W

E

S

Please arrange Fireside or Man Cave (draw) in the following manner:

(Fireside Room has screen in Southeast Corner, Fireplace on East and Sink on West Wall)

(Man Cave has screen on North Wall, Sink on West Wall)

N

Fireside Room

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Screen

N

Man Cave

Screen

W

E

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