



ROOM REQUEST & SETUP

This form is to be returned to: staff@hfcmn.org

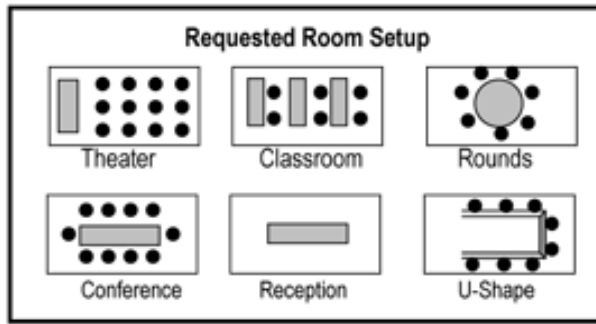
Filling out this form will get your event on the church's calendar and will communicate to all staff what is required for your event., once approved.

Date of Event:		
Name of Event:		
Person Making Request:		
Cell Phone:		
Email:		
Responsible Person during Event: <i>if different than above</i>		
Today's Date:	<i>3 Weeks' Notice Preferred</i>	
Time of Event <i>All events must end by 9pm unless approved by Trever.</i>	Start :	End:
Set Up Begin / End Time: (A Custodian will be working during this time)	Start:	End:
Number of People Attending:	Minimum:	Maximum:
Will you want to use the Kitchen: Yes / No	Circle YES even if you <i>only</i> need to fill the water jug coolers, or make coffee, or just warm items in an oven. A conversation with a church employee needs to happen. Please contact the front office for directions.	
Room(s) Requested:	Fr. Moorman Hall Fr. Wilkins	Room St. Joseph Room Church
Number of Tables Needed:	Round:	Rectangle:
Do you need a set up different than normal layout? Yes / No <i>sketch on back (pg 2)</i>		
A/V Equipment Needed: <i>Circle below if...</i> Nothing is needed	<input type="checkbox"/> Podium <input type="checkbox"/> Microphone <input type="checkbox"/> Whiteboard <input type="checkbox"/> TV (SJR only) <input type="checkbox"/> Screen <input type="checkbox"/> Laptop <input type="checkbox"/> DVD Player (Blu-Ray)	<i>When showing a PowerPoint presentation, please have it on a zip drive and use our laptop provided. Otherwise BRING your own adaptors for VGA & HDMI connections.</i>
Comments:	<i>Will we be recording this event?</i>	
Communications:	<input type="checkbox"/> Bulletin <input type="checkbox"/> Website <input type="checkbox"/> Pulpit Announcement <input type="checkbox"/> Desktop Publishing (posters/booklets)	<i>Deadlines and space availability vary. Submit all drafted details and text/images for publications at least 10 days prior to publication to communications@hfcmn.org.</i>

Signature _____

Revised _____

CIRCLE DESIRED LAYOUT(s)



please indicate room layout above and any other setup requirements.

