

## FAITHBRIDGE CHURCH ROOM SET UP FORM

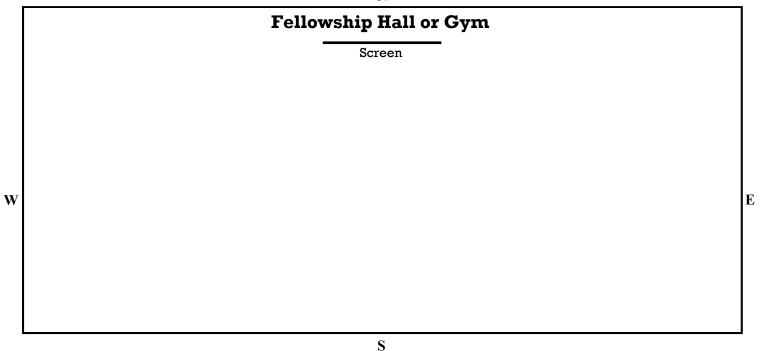
Please fill out and return to the Office or Secretary/Office mailbox at least <u>ONE WEEK</u> prior to usage. If not returned, you will be responsible for your own setup. Thanks!

I (nan	ne & group name),
will b	e using the (room) for the following date(s),,
and ti	me(s)to (Event time is fromto)
( <u>Ab</u>	ove 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?
Numb	per attending? Home phone # Cell #
Email	address:
Best t	ime to contact (circle): Morning Afternoon Evening
Table	es needed & how many? Round Rectangle (6 ft.) Rectangle (8 ft.)
Co	nference (18" Wide x 8' Long) Chairs? Yes / No How many?
	Kitchen Use? Yes / No If Yes, read note below.
Chec	A/V or Sound? Yes / No If Yes, please fill out section below.  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 or Gym (draw below) 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)

N



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

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

