



## 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 South 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

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