



Meetings/Events

Space set-up, Equipment and Technology Request Form

- Please complete this form for all meetings and events when you need any special furniture (tables and chairs), equipment or technology set-ups for your event or meeting. Form should be returned to Michele Holifield at micheleholifield@firstpresah.org, or place a copy in Michele Holifield's mailbox at the church. Please submit form at least 24 hours prior to event.
- Please complete both sides of this form.
- Prior to submitting this form please contact Mary Fino to be placed on the church calendar.

Date of Event: _____

Name of Event: _____

Time of Event: _____

Space Reserved: _____

Number of Attendees: _____

Contact: _____

Contact Phone: _____

Contact Email: _____

Please Check All Applicable Items:

Large Monitor

Laptop

Owl Camera

White Board

Easel with paper

Table for Sunday morning in the lobby

Special table and chair set-up – please use blank space on page 2 to describe

– Other (please note: _____)

Will you be serving food: **yes** **no**

If yes – please answer the following questions:

Will you be using the kitchen? **yes** **no**

Do you need assistance on the day of your meeting or event with technology? **yes** **no**

Please specify assistance needed: _____

Do all of your attendees have keycards? **yes** **no** (please contact Michele to obtain keycards for attendees if this is an ongoing meeting)

Do you need doors unlocked for your event? **yes** **no**

If yes: List door number and time

Please use this space for special notes or drawings of space requests.

Michele Holifield micheleholifield@firstpresah.org **Cell phone: 847-243-7195**