

THE FIRST CONGREGATIONAL CHURCH Room Set Up Form

Please make two copies of this form. Place one copy in Felipe Hernandez's wall caddy as well as Ron Searl's mailbox. Please do so FOUR business days in advance, when possible.

Room Requested:

Name of Event:

Date of Event:

Sponsoring Organization:

Contact Person & Phone Number:

Start Time & Expected End Time:

Access time/set-up by:

Number of Chairs:

Number of Tables:

BEVERAGE: Lemonade Hot Water
 Cup Regular Coffee Pot Cup Decaf Pot

PRESENTATION EQUIPMENT:
 Microphone/Stand Podium
 Flip Chart Dry Erase Board

AUDIO VISUAL: Owl for Zoom Smart TV LCD Projector Laptop Screen
 Live Stream Tech Assistant (\$25/hour) Microphone/Stand

PLEASE NOTE:

If any food is brought in ahead of time, please make sure it is clearly labeled. Food and/or paper goods must be disposed of and/or recycled after the meeting. We ask that all trash be bagged and tied, and all tables be wiped down. Please note the items on the "Green" list by the light switch and refer to the posted kitchen policies.

SHOULD YOU HAVE ANY QUESTIONS, PLEASE CONTACT SCOTT WILLIAMS at 630-207-1136.

PLEASE DRAW BELOW A DIAGRAM OF THE ROOM SET UP AS YOU WOULD LIKE IT.