

FACILITY & CALENDAR REQUEST / CHANGE FORM

ACTIVITY _____ Activity Starts at: _____ <input type="checkbox"/> am <input type="checkbox"/> pm Activity Ends at: _____ <input type="checkbox"/> am <input type="checkbox"/> pm	DATE (activity) _____ Set-up Time: _____ <input type="checkbox"/> am <input type="checkbox"/> pm Tear-down Time: _____ <input type="checkbox"/> am <input type="checkbox"/> pm
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If you require a set-up for your scheduled event, you must complete this form and give it to Nancy Jones.

Date Submitted: _____ By: _____	ROOM DIAGRAM
CHURCH FACILITIES	
<input type="checkbox"/> Church Church Authorization _____	
SCHOOL FACILITIES	
School Authorization _____ <input type="checkbox"/> Sillers Hall <input type="checkbox"/> Kitchen <input type="checkbox"/> Courtyard: Sillers _____ Highland _____ Gateway _____ <input type="checkbox"/> Highland Hall <input type="checkbox"/> Wallace Hall Conference Room <input type="checkbox"/> PTF Volunteer Room <input type="checkbox"/> Gym: <i>Bleachers Needed?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Field (La Novia) <input type="checkbox"/> Field (Calle Arroyo) <input type="checkbox"/> Room # _____ L/S <input type="checkbox"/> Room # _____ M/S <input type="checkbox"/> Room # _____ U/S <input type="checkbox"/> Other Facilities _____	
SPECIAL INSTRUCTIONS	
_____ _____ _____	

AUDIO - VISUAL	SET - UP	
<input type="checkbox"/> Overhead Projector <input type="checkbox"/> Slide Projector <input type="checkbox"/> Television <input type="checkbox"/> PA System	_____ 6 ft. Tables _____ Round Tables _____ Chairs _____ Lectern / Podium	Tablecloths: <input type="checkbox"/> White <input type="checkbox"/> Blue <input type="checkbox"/> Red Other _____

If you require net work access, a computer, LCD projector or VCR, please submit the online tech form @ www.smes.org/technology/TechFacilityRequestForm.htm