

THE FIRST CONGREGATIONAL CHURCH Room Set Up Form

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

Room(s) Requested:

Name of Event:

Date of Event:

Is This Event Recurring?

YES/NO

Accessibility Needs and Security:

For accessibility needs and information regarding door access for your event, please contact Nick Munch at **630-437-0913**. Our doors are locked at all times, and a code is required to enter.

Sponsoring Organization:

Contact Person & Phone Number:

Start & Expected End Time

Access time/set-up by:

Number of Chairs:

Number of Tables:

BEVERAGE (NUMBER OF CUPS)

___ Lemonade ___ Hot Water
___ Cup Regular Coffee Pot ___ Cup Decaf Pot

PRESENTATION EQUIPMENT

Microphone/Stand - Podium -
Flip Chart - Dry Erase Board

AUDIO VISUAL

Smart TV Microphone/Stand
LCD Projector Laptop Screen Live Stream Tech Assistant (\$30/hour)
Owl for Zoom Zoom Link Zoom HOST

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. Any china, silverware, or serving dishes used during the event must be washed, dried, and put away. Please refer to the posted kitchen policies.

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT NICK MUNCH at 630-437-0913.

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