

Set-Up Request

Today's Date: _____ Your name: _____ Group name: _____

Name of event: _____ Date of event: _____ Start time: _____

Set-up required by: (time) _____ (date) _____

Who will be responsible for clean-up? (name) _____ (phone) _____

Indicate number of:

Adult Tables _____

Adult Chairs _____

Children's Tables _____

Children's Chairs _____

Card Tables _____

Check the items you will need:

Podium _____ Screen _____

Slide Projector _____ Extension Cord _____

Easel w/Pad _____ Microphones _____

TV - DVD _____ Dishwasher _____

Other _____

Indicate location preference:

_____ Calvin Hall Kitchen

_____ Calvin Hall

_____ Calvin Hall Annex

_____ Calvin Hall Stage

_____ Choir Room

_____ Room 201

_____ Room 204

_____ Room 207

_____ Sanctuary

_____ Conference Room

_____ Chapel

_____ Kessler Boulevard Patio

_____ Narthex

_____ Other area of the church _____

Draw a rough layout of set-up:

seek, serve and embrace



*Northminster Presbyterian Church
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Indianapolis, IN 46220-2799*

Questions? Call the Head Custodian at 251-9489.

Office FAX #: (317) 726-0959.

www.northminster-indy.org

Revised July 2009