

Set-Up Request

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

Date of event: _____ Start time: _____ Set-up required by: (time & date) _____

Fee **paid** for custodial services? _____ Custodian assigned: _____

Indicate number of:

Adult Tables _____

Adult Chairs _____

Children's Tables _____

Children's Chairs _____

Card Tables _____

Check the items you will need:

Podium _____ Screen _____

Projector _____ Extension Cord _____

Easel w/Pad _____ Microphones _____

TV - DVD _____ Dishwasher _____

Round Tables _____ Other _____

Indicate location preference:

Lower Level Rooms

_____ Calvin Hall - Rm LL01

_____ Calvin Hall Kitchen - Rm LL17

_____ Annex - Rm LL16

_____ Bride's Room - LL21

_____ Calvin Hall Stage - LL22

_____ Board Room - LL14

_____ Youth Room - LL06

Main Level Rooms

_____ Office area - Rm 100

_____ Conference Rm - 107

_____ Preschoolroom - 113

_____ Preschoolroom - 114

_____ Chapel - 115

_____ Choir Rm - 119

_____ Parish Nurse - Rm 120

_____ Sanctuary - 124

_____ Narthex - Rm 126

_____ Gathering Place - 129

_____ Nursery - 136

_____ Main floor kitchen - Rm 138

Second Floor Rooms

_____ Library - Rm 201

_____ Play room - 203

_____ Temple - Room 204

_____ Art - Room 205

_____ Classroom 206

_____ Classroom 207

_____ Youth Room - 210

_____ Knox Room - 211

Misc. Areas

_____ North parking lot

_____ Patio

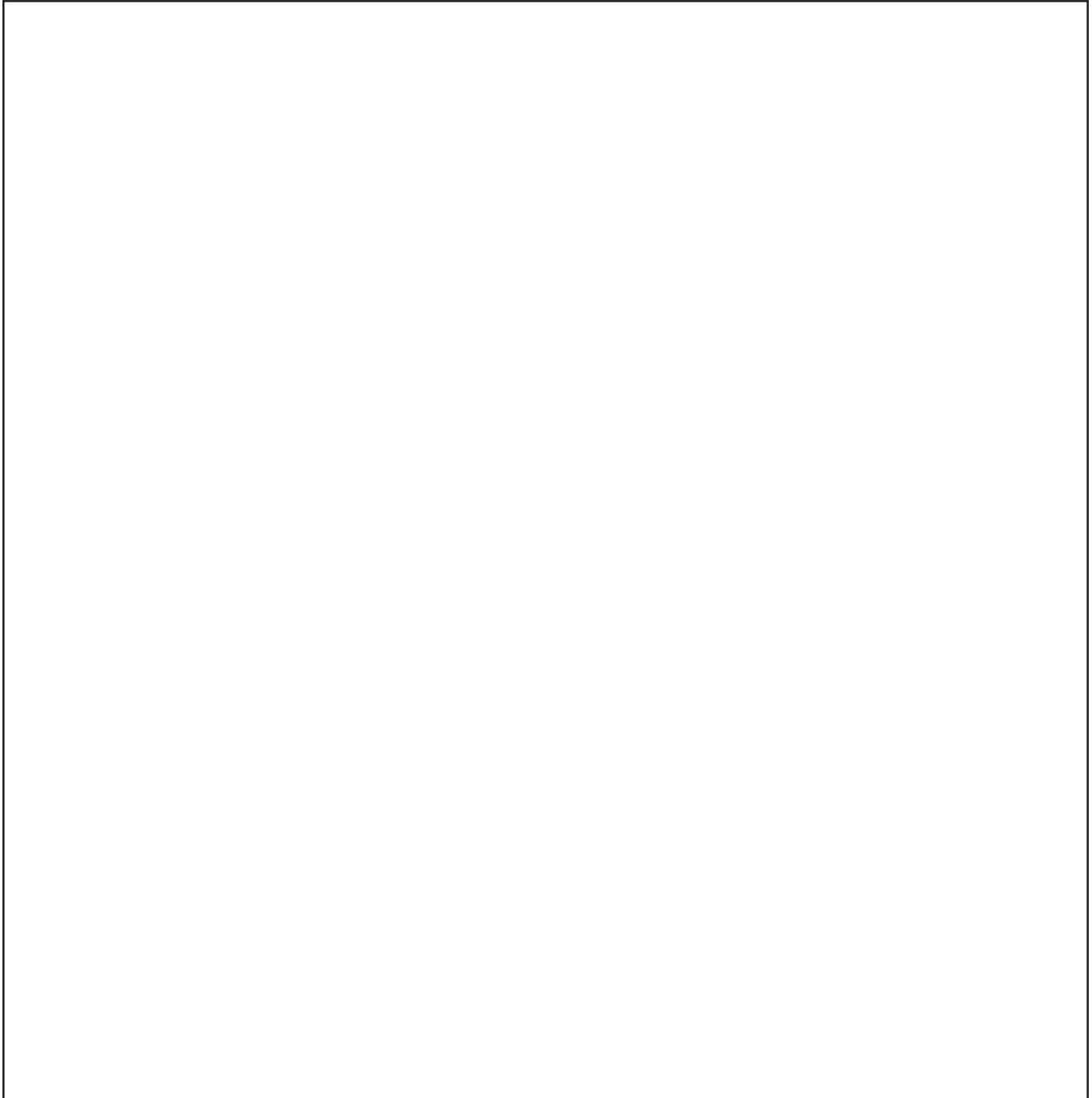
_____ Other _____

(Optional: Draw set up of room on back side of this form.)

Revised May 2010

Draw a rough layout of set-up:

Room name / number: _____



seek, serve and embrace



*Northminster Presbyterian Church
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Indianapolis, IN 46220-2799*

Questions?

Call the Building Manager or Office Manager at 251-9489.

Office FAX #: (317) 726-0959.

Check our event calendar on our website at
www.northminster-indy.org.