

# Set-Up Request

Today's Date: \_\_\_\_\_ Your name: \_\_\_\_\_ Event name: \_\_\_\_\_

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

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

Indicate number of:

Check the items you will need:

|                         |                    |                      |
|-------------------------|--------------------|----------------------|
| Adult Tables _____      | Podium _____       | Screen _____         |
| Adult Chairs _____      | Projector _____    | Extension Cord _____ |
| Children's Tables _____ | Easel w/Pad _____  | Microphones _____    |
| Children's Chairs _____ | TV - DVD _____     | Dishwasher _____     |
| Card Tables _____       | Round Tables _____ | Other _____          |

## Indicate location preference:

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### 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 |

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### 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 |

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### 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 |                         |

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### Misc. Areas

|                         |             |                   |
|-------------------------|-------------|-------------------|
| _____ North parking lot | _____ Patio | _____ Other _____ |
|-------------------------|-------------|-------------------|

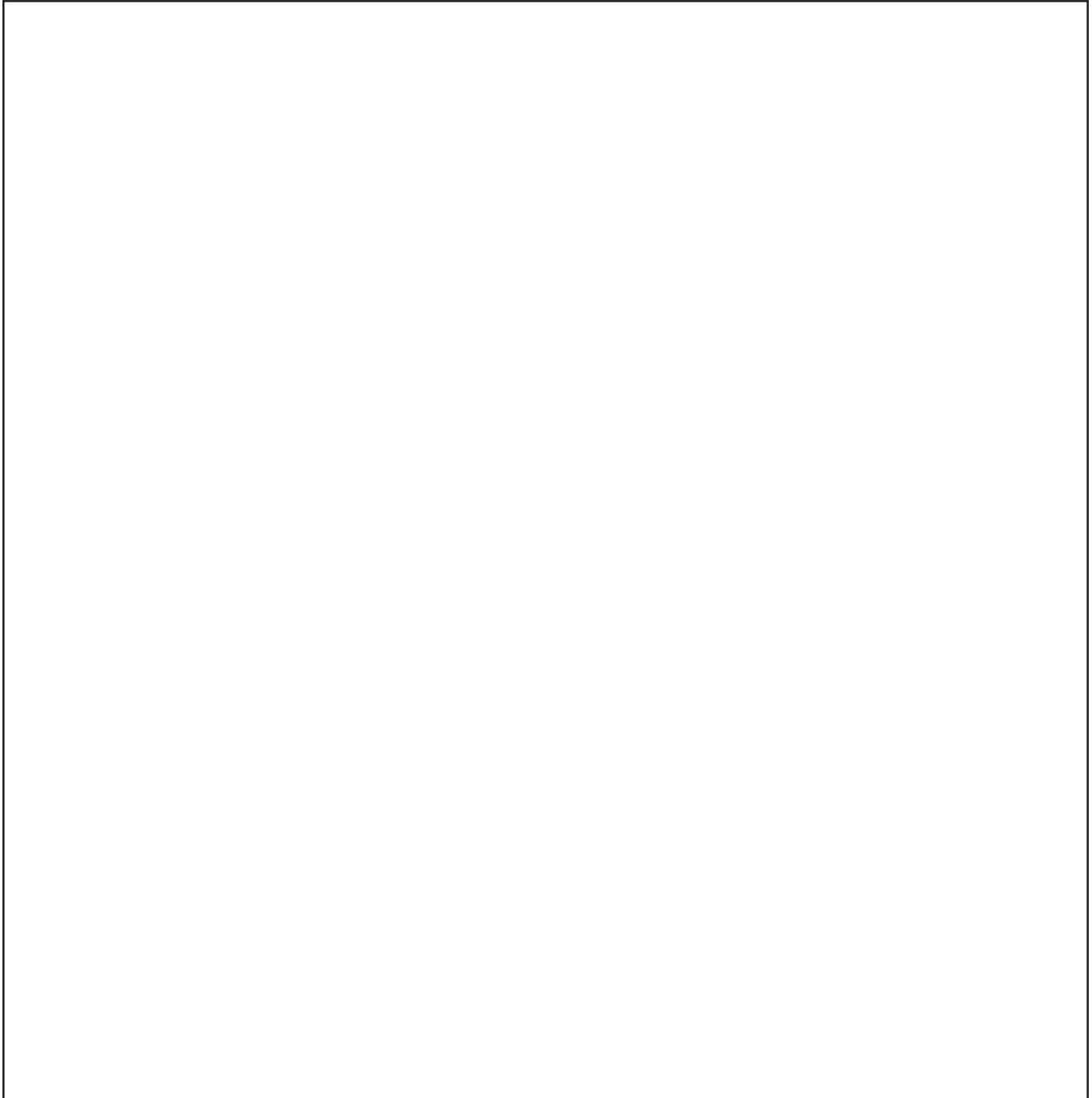
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(Optional: Draw set up of room on back side of this form.)

Revised Sept. 2009

Draw a rough layout of set-up:

Room name / number: \_\_\_\_\_



*seek, serve and embrace*



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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](http://www.northminster-indy.org).