



**FIRST PRESBYTERIAN
CHURCH OF WHEATON**

715 North Carlton Avenue
Wheaton, Illinois 60187-4020
Phone: 630-668-5147 Fax: 630-668-5187

SPACE REQUEST

Event Date: _____

Start Time: _____

End Time: _____

Need Set-up by: _____

Expected Attendance: _____

Today's Date: _____

Activity Group/Name: _____

Event Contact Name: _____

Email: _____ Phone: _____

SPACE REQUESTED:

- Apartment
- Bell Room
- Celebration Garden
- Chapel
- Choir Room
- Dining Room
- Kitchen - Hours Needed _____
 - Dishwasher
 - Stove/Oven
- Living Room
- Library
- Ministry Center
- Off Site
- Resource Room
- Rotunda
- Sanctuary
- Stewart Hall (Entire Area)
- 101 LL101 (Pre-School)
- 102 LL102 (Pre-School)
- 103 LL103 (2 Yr. Olds)
- 104 LL104 (Pre-K)
- 105 LL105
- 106 LL106
- 107 LL107
- Sanctuary Hall 1
- Sanctuary Hall 2
- Sanctuary Hall 3
- Third Floor
- Undercroft

DATE PATTERN:

- | Day | Week |
|------------------------------|--|
| <input type="checkbox"/> SUN | <input type="checkbox"/> 1st |
| <input type="checkbox"/> MON | <input type="checkbox"/> 2nd |
| <input type="checkbox"/> TUE | <input type="checkbox"/> 3rd |
| <input type="checkbox"/> WED | <input type="checkbox"/> 4th |
| <input type="checkbox"/> THU | <input type="checkbox"/> 5th |
| <input type="checkbox"/> FRI | <input type="checkbox"/> Every Other |
| <input type="checkbox"/> SAT | <input type="checkbox"/> One Time Only |
| | <input type="checkbox"/> Ongoing |

For Office Use Only:

Scheduler _____
 Date _____
 B&G Supervisor _____
 FEE (Due 2weeks prior to event) \$ _____
 Fee Rec'd _____
 Ins. Rec'd _____

Equipment: Check all that apply.

- Chairs
- Tables (round)
- Tables (long)
- Table Cloths
- Coffee/Tea Service
- Podium
- Easel
- White Board
- Flip Chart
- Markers
- Nametags
- Paper Products:

Audio/Video Equipment: Check all that apply.

- DVD Player
- CD Player
- Laptop Computer
- Video Projector
- 6' X 6' Screen
- 10' X 10' Screen
- Other: _____
- Hand Held Wireless Microphone
- Clip On Wireless Microphone
- Floor Microphone #1
- Floor Microphone #2
- Floor Microphone #3

AV Equipment and Special Instructions:

Audio/Video Technician needed during your event? Yes _____ No _____

If yes specify times and duties. _____

If no, and portable video equipment is being used (laptop, VCR, projector, DVD player) ,who is the care-trained user? _____

Training is required for portable equipment care if an AV Technician is unavailable for your event.

Rehearsal Times: _____

Publicity: Check all that apply.

- Church Life/Bulletin _____ date _____
- Bulletin Insert _____ date _____
- This Week & E-News _____ week of _____
- Monthly Newsletter _____ month _____
- Website
- Online Registration & Payment
- Posters
- Event Photography
- Minute for Mission _____ date _____
- Press Release/Internet Posting
- Paid Advertising

Staff and Volunteers to help plan your event:

Communications Coordinator: Church Publications - John Norton jnorton@firstpreswheaton.org
Communications Committee: Community Publications - Jon Wylie jon-spartan@comcast.net
Director of Music: Minute for Mission - Jeffrey Jensen jjensen@firstpreswheaton.org
Office Administrators: Assist with scheduling and coordinating events -
 Janet Rynne jrynne@firstpreswheaton.org and Lisa Linebarger lilinebarger@firstpreswheaton.org
Church Website: Access to building use guidelines and detailed communications information
http://www.firstpreswheaton.org/facility_use

Kitchen

Stewart Hall

Ministry Center
Stage

