

FACILITY & CALENDAR REQUEST FORM 2009-2010

ACTIVITY _____ Activity Starts at: _____ <input type="checkbox"/> am <input type="checkbox"/> pm Activity Ends at: _____ <input type="checkbox"/> am <input type="checkbox"/> pm	DATE (activity) _____ Set-up Time: _____ <input type="checkbox"/> am <input type="checkbox"/> pm Tear-down Time: _____ <input type="checkbox"/> am <input type="checkbox"/> pm
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If you require a set-up for your scheduled event, you must complete this form and submit it to Nancy Jones.

Date Submitted: _____ By: _____	ROOM DIAGRAM
<p style="text-align: center;">CHURCH/SCHOOL FACILITIES</p> SMEC Authorization _____ School Authorization _____ <input type="checkbox"/> Church <input type="checkbox"/> Sillers Hall <input type="checkbox"/> Courtyard <input type="checkbox"/> Kitchen <input type="checkbox"/> Highland Hall <input type="checkbox"/> The Big Top <input type="checkbox"/> Tartan Center <input type="checkbox"/> Courtyard <input type="checkbox"/> Pasternack Field House (Gym) <input type="checkbox"/> Campaigne Center (Gym) <i>Bleachers Needed?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Wallace Hall Conference Room <input type="checkbox"/> PTF Volunteer Room <input type="checkbox"/> Gateway Field <input type="checkbox"/> Tartan Field <input type="checkbox"/> Other Facilities _____	

S E T - U P		
_____ 6 ft. Tables	Tablecloths:	Others _____
_____ Round Tables	<input type="checkbox"/> White <input type="checkbox"/> Blue <input type="checkbox"/> Red	_____
_____ Chairs	<input type="checkbox"/> Lectern / Podium	_____

For following **A U D I O / V I S U A L** needs YOU MUST submit the online tech form @
www.smes.org/technology/TechFacilityRequestForm.htm

<input type="checkbox"/> Sound System	<input type="checkbox"/> Computer	<input type="checkbox"/> Television
<input type="checkbox"/> Network Access	<input type="checkbox"/> LCD Projector	<input type="checkbox"/> VCR
<input type="checkbox"/> Technical Assistance	<input type="checkbox"/> Overhead Projector	Other _____