

# First Presbyterian Church Marietta Audio Visual/Technology Request

--- Please Submit 48 hours in Advance ---

Time: \_\_\_\_\_ AM PM

Date \_\_\_\_\_ Request \_\_\_\_\_ Contact \_\_\_\_\_

Submitted: \_\_\_\_\_ Submitted by: \_\_\_\_\_ Phone: \_\_\_\_\_

Please Print Your Name Legibly

## Please Check All That Apply:

Your E-mail: \_\_\_\_\_

- |   |                                     |  |                                    |
|---|-------------------------------------|--|------------------------------------|
| <input type="checkbox"/> <b>New</b> Request/Addition to Master Calendar | <input type="checkbox"/> TV/DVD     | <input type="checkbox"/> Projector               | <input type="checkbox"/> Ext. Cord |
| <input type="checkbox"/> <b>Deletion/Cancellation</b>                   | <input type="checkbox"/> Microphone | <input type="checkbox"/> Laptop/Computer Support |                                    |
| <input type="checkbox"/> <b>Change to Previous Request</b>              | <input type="checkbox"/> TV/VCR     | <input type="checkbox"/> Projection Screen       |                                    |
|   | <input type="checkbox"/> CD Player  | <input type="checkbox"/> Easel/Flip Chart        |                                    |

Please specify the room number/location: \_\_\_\_\_ What group is this request for?: \_\_\_\_\_

- |   |                                       |  |
|---|---------------------------------------|--|
| <input type="checkbox"/> Speed Building – room number: _____  | <input type="checkbox"/> Holland Hall | <input type="checkbox"/> Gathering Space |
| <input type="checkbox"/> Patton Building – room number: _____ | <input type="checkbox"/> Great Hall   | <input type="checkbox"/> WareHouse       |
| <input type="checkbox"/> Cotten Building – room number: _____ | <input type="checkbox"/> Glover Room  | <input type="checkbox"/> Library         |
| <input type="checkbox"/> Other: _____                         |                                       |  |

--- Please use back of page to diagram room/area staging/set-up if necessary ---

Date(s) Needed: \_\_\_\_\_ Day(s) of the Week: \_\_\_\_\_

Admin Use Only:

- Master Calendar RSVP Confirmed By : \_\_\_\_\_
- Inventory **NOT** available – requestee notified: Time : \_\_\_\_\_ Date : \_\_\_\_\_