

First Unitarian Church of Cincinnati
Room Set-Up Request

Please fill out this form and place in the Administrator's mail box

Name of Event

Date _____ **Start Time** _____ **Set-up Time** _____ **End Time**

Room(s) Requested

Estimated Attendance

Equipment Needed:

___ Long Tables # _____

___ Easel & Newsprint

___ Chairs # _____

___ Sound System

___ TV & DVD Player

___ Other _____

___ Screen & Projector

Room Arrangement: *Please sketch below how you want tables and chairs arranged.*

Name _____ **Rental/Cmtee**

Contact Info: Phone # _____ E-mail

Note: Committees are expected to clean up after themselves and return space the way they found it. Please make additional necessary comments on the back.

11/03/08