

First Unitarian Church of Cincinnati

Room Set-Up Request

Please fill out this form and place it in the Operations Manager's mailbox at least two (2) weeks prior to the date of the event. You may also scan and email it to Operations@FirstUU.com. Failure to submit this form within the time frame stated above may result in the church's inability to fulfill your request.

Name of Event: Begin time: _____ End Time: _____

Date: Set-up Start: _____ Exit Time: _____ Estimated Attendance: _____

Rooms/Floors Requested: _____

Equipment Needed: Long Tables # _____ Chairs # _____ Easel/Pads # _____

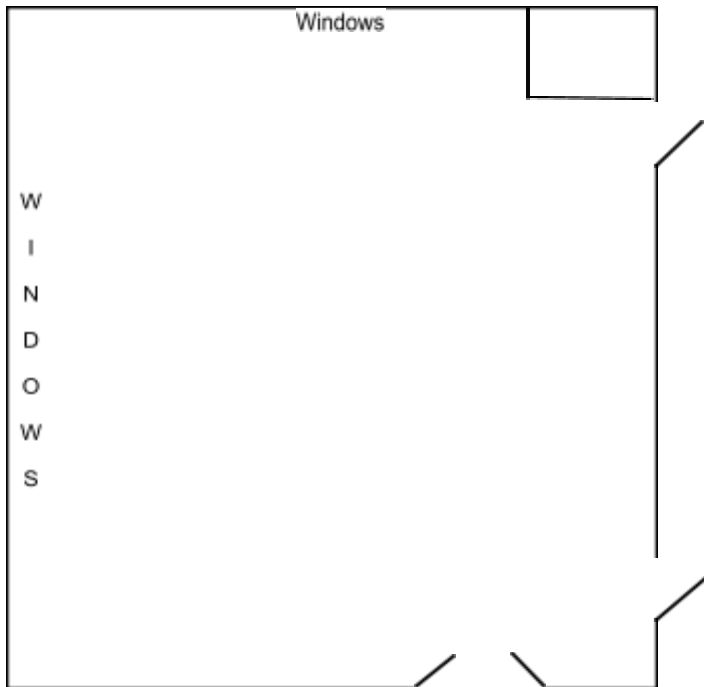
Electronics

Microphones: Staging Tabletop Headset Lavalier
Projector & Screen DVD Player & Monitor Audio Supplements (CDs, etc.)

Room Arrangement

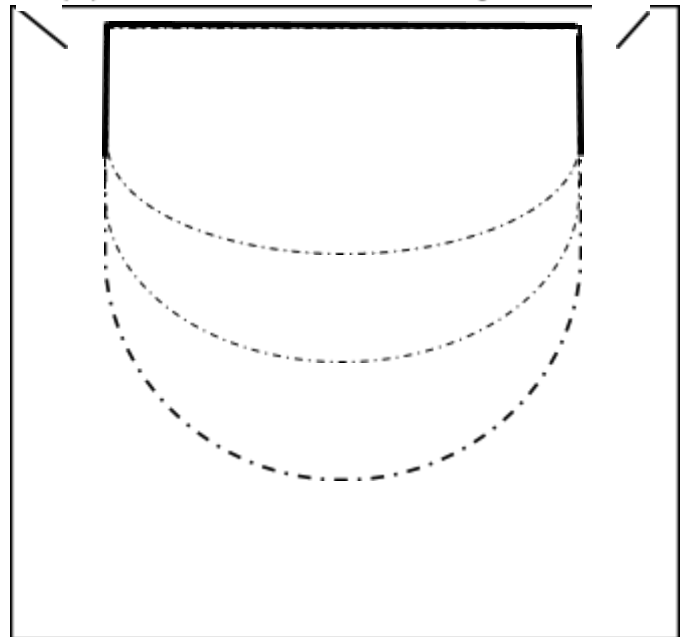
Please sketch how you want tables, chairs & other equipment arranged.

Ellen Hall Room



Sanctuary Stage

Please darken the stage shape you desire & indicate site of equipment both on and in front of stage.



Name: _____

Rental/Committee: _____

Contact Phone Number: _____

Email: _____

Please make additional comments on the back. Committees are expected to clean up and return room to original arrangement.