

# 2024

## FACILITIES AND AUDIOVISUAL REQUEST FORM

Facilities and Media Ministry

### Media Request

- ☐ TV/VCR/DVD
- ☐ Overhead Projector
- ☐ Projector Stand
- ☐ Laptop
- ☐ Microphones (*cordless or lapel*)  
Please Circle One
- ☐ Extension Cord: short \_\_\_\_\_ medium \_\_\_\_\_ long \_\_\_\_\_
- ☐ Other \_\_\_\_\_
- ☐ Other \_\_\_\_\_
- ☐ Other \_\_\_\_\_

Please check ☐ if someone is needed to monitor microphones.

Special Instructions: \_\_\_\_\_

Date Requested \_\_\_\_\_

Event Date \_\_\_\_\_ 1 Day

Or

Beginning Date \_\_\_\_\_ Several Days

Ending Date \_\_\_\_\_

Time of Event: \_\_\_\_\_ am/pm

Finished At: \_\_\_\_\_ am/pm

Deliver To: \_\_\_\_\_

### Facilities Request

- ☐ Room Preference # \_\_\_\_\_
- ☐ Chairs (*number of*) # \_\_\_\_\_
- ☐ Tables (*number of*) # \_\_\_\_\_
- ☐ Courtyard (*number of*) # \_\_\_\_\_ # \_\_\_\_\_
- ☐ Traffic Control Min. \_\_\_\_\_
- ☐ Decoration Ministry \_\_\_\_\_
- ☐ Photography Min. \_\_\_\_\_
- ☐ Guest Speaker Req. \_\_\_\_\_

# of Participants \_\_\_\_\_

Requested By: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Ministry Name: \_\_\_\_\_

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

Type of Event: \_\_\_\_\_

Please forward all request to the Administrative Assistants Office.

**Please send up to (1) month in advance for your request to be received and processed.**

In the event that the Facilities Ministry or the Media Ministry is unable to process your request, we will try to connect you to the resources where you can complete your request for the scheduled event.

**NOTE: All requests are subject to space and administrative discretion.**

**Atherton Baptist Church**

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