

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 _____

1 Day

Event Date _____

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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