



FIRST PRESBYTERIAN MARIETTA

AV Request Form

--- Minimum 72 Hour Advance Notice---

Date Submitted: _____ Request Submitted by: _____ Phone: _____
Please Print Your Name Legibly

Time: _____ AM PM E-mail: _____

Please Check All That Apply:

- | | | | |
|---|--|------------------------------------|---------------------------------|
| <input type="checkbox"/> New Request | ----- Presentation Support Needs----- | | |
| <input type="checkbox"/> Wedding <i>*(Fee/Advance Scheduling With Reservation)</i> | <input type="checkbox"/> Microphone | <input type="checkbox"/> Laptop | <input type="checkbox"/> Screen |
| <input type="checkbox"/> Outside Guests <i>*(Fee/Advance Scheduling Required)</i> | <input type="checkbox"/> Music/CD Player | <input type="checkbox"/> Projector | |
| <input type="checkbox"/> Facility Usage Form Complete? | <input type="checkbox"/> TV/DVD/VCR | <input type="checkbox"/> Other | |
| | <input type="checkbox"/> Tech Support Needed | | |

*** Please consult with the Wedding Coordinator or Technology Director**

Name of this event/Set-Up/Request?: _____

- | | | | | |
|--|---------------------------------------|---|-----------------------------------|--------------------------------------|
| <input type="checkbox"/> Classroom number: _____ | <input type="checkbox"/> Holland Hall | <input type="checkbox"/> Gathering Space | <input type="checkbox"/> Track 25 | <input type="checkbox"/> Great Hall |
| <input type="checkbox"/> Sanctuary | <input type="checkbox"/> Youth Room | <input type="checkbox"/> Pastors' Conf. Rm. | <input type="checkbox"/> Library | <input type="checkbox"/> Glover Room |

--- Pls. provide/e-mail diagram of the room/equipment staging/set-up if necessary ---

Date(s) Needed: _____ **Day(s) of the Week:** _____ **Time:** _____

Admin Use Only:

- | | |
|--|---|
| <input type="checkbox"/> Master Calendar RSVP Confirmed By : _____ | Fee(s) |
| <input type="checkbox"/> Request(s) <u>NOT</u> available/notified By: _____ | <input type="checkbox"/> Rec'd: \$ _____ |
| | Date : _____ |