

ITASCA CAMPUS ROOM RESERVATION REQUEST

New Event Update Scheduled Event Cancel Scheduled Event Today's Date ____ / ____ / ____

Contact Person _____ Phone (____) _____

Email _____ Group / Ministry _____

Has a pastor or staff member approved this event? If so, who? _____

Event Name _____ # of expected participants _____

Event Date(s) From: _____ To: _____ (Note: Circle all dates on the calendar grid below.)
MM/DD/YY MM/DD/YY

Event Times Start: _____ AM PM End: _____ AM PM

Please note: Weekday and Sunday events must conclude no later than 9PM, including clean-up.

Advanced Access to Rooms Needed? Yes No If yes, please specify when _____

Post to online campus calendar(s)? Arlington Heights Barrington Itasca None Describe the event below:

Circle all dates on the 2011-2012 calendar grid below
(Note: THE ORCHARD-sponsored events will supersede Non-ORCHARD events)

July 2011

S	M	T	W	T	F	S
					1	2
3	X	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2011

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2011

S	M	T	W	T	F	S
				1	2	3
4	X	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2011

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2011

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	X	X	26
27	28	29	30			

December 2011

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	X	24
25	X	27	28	29	X	31

January 2012

S	M	T	W	T	F	S
1	X	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2012

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

March 2012

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 2012

S	M	T	W	T	F	S
						X
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 2012

S	M	T	W	T	F	S
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	X	29	30	31		

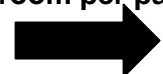
June 2012

S	M	T	W	T	F	S
						1
						2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

X denotes building closed for holidays

Indicate room set-ups and/or media equipment needed on the reverse side (one room per page).

Always notify the church office of changes or cancellations.



ITASCA CAMPUS

ROOM SELECTION, SET-UP & MEDIA REQUEST

Classrooms

- Commons
- Nursery
- Preschool
- Starburst
- Teen Room

Multipurpose

- Cafe
- Conference Room
- Kitchen
- Sanctuary

Diagram for _____ Room (complete one diagram for each room)

- = Rectangular Table
 N = Narrow Rectangular Table
 X = Chair
 O = Round Table
 ▼ = Easel
 = Podium
 ⊙ = Stool
 = Music Stand
 C = Chalkboard
 W = Whiteboard
 D = Divider

Please draw diagram below showing location and number of chairs, tables, and other equipment needs.

Note: Sunday morning set-ups needed between 8am to 1pm are self-service. However, indicate your layout below so we are aware of your requirements.

Equipment Quantities

- | | | | |
|---|---|--|--|
| <input type="checkbox"/> Chalkboard – Qty _____ | <input type="checkbox"/> Whiteboard – Qty _____ | <input type="checkbox"/> Music Stand – Qty _____ | <input type="checkbox"/> Easel – Qty _____ |
| <input type="checkbox"/> Podium – Qty _____ | <input type="checkbox"/> Divider – Qty _____ | <input type="checkbox"/> Divider (Accordion) – Qty _____ | <input type="checkbox"/> Stool – Qty _____ |

Is Media Equipment Needed For Activity? Yes No If yes, information below is required as some quantities are limited

- | | | | |
|---|---|--|---|
| <input type="checkbox"/> Play a CD or Cassette | <input type="checkbox"/> Play a DVD | <input type="checkbox"/> Play a VHS Tape | <input type="checkbox"/> Project a transparency |
| <input type="checkbox"/> Show a PowerPoint Presentation (computer not supplied) | <input type="checkbox"/> Amplify Speaker/Singer - microphone(s) | <input type="checkbox"/> Stage (FH West) | |

Comments / Other Needs: _____
