

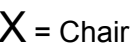

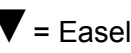








ITASCA CAMPUS

ROOM SELECTION, SET-UP & MEDIA REQUEST

<p><u>Classrooms</u></p> <p><input type="checkbox"/> Commons</p> <p><input type="checkbox"/> Nursery</p> <p><input type="checkbox"/> Preschool</p> <p><input type="checkbox"/> Starburst</p> <p><input type="checkbox"/> Teen Room</p>	<p><u>Multipurpose</u></p> <p><input type="checkbox"/> Cafe</p> <p><input type="checkbox"/> Conference Room</p> <p><input type="checkbox"/> Kitchen</p> <p><input type="checkbox"/> Sanctuary</p>
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Diagram for _____ Room (complete one diagram for each room)

 = Rectangular Table	 = Narrow Rectangular Table	 = Chair	 = Round Table	 = Easel
 = Podium	 = Stool	 = Music Stand	 = Chalkboard	 = Whiteboard
			 = 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: _____