

ARLINGTON HEIGHTS CAMPUS

ROOM SELECTION, SET UP & MEDIA REQUEST

CLASSROOMS

Lower Level

- Room 018
- Room 019
- Room 025
- Room 030
- Room 031
- Room 032 A
- Room 032 B
- Room 037
- Room 038 A/B
- Room 038 C/D

Upper Level

- Room 114
- Room 115
- Room 116

MULTIPURPOSE

Lower Level

- Gym
- Kitchen
- Student Min Center A (S)
- Student Min Center B (E)
- Student Min Center B(W)
- Room 008
- Room 009
- Room 015
- Room 026

Upper Level

- Room 111*
- Room 118
- Room 119 A (N)
- Room 119 B (S)
- Café Counter - No Sales*
- Family Room*
- Sanctuary

*Room NOT available for new/different set-ups

Diagram for _____ (complete one diagram per room)

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

Note: Sunday morning set-ups needed between 8am to 1pm are self-service.

Equipment Quantities

- Chalkboard – Qty _____
 Whiteboard – Qty _____
 Music Stand – Qty _____
 Easel – Qty _____
 Podium – Qty _____
 Divider – Qty _____
 Signage Holder – Qty _____
 Stool – Qty _____

Is media equipment needed for event? Yes No *If using the Sanctuary, fill out a **Sanctuary Media Request Form**.*

- Play a DVD
 Amplify speaker/singer - microphone(s)
 Show a presentation (computer not supplied)

Rooms are self-serve (with the exception of the Sanctuary). The equipment and instructions will be made available but you are responsible for your event. Media training can be provided for staff and/or volunteers.

Is media equipment training needed for event? Yes No

If communication is needed for event, fill out a **Communications Request Form**.