

AV EQUIPMENT (*fees may apply)

If AV is needed, you **must** select from the options below. Failure to request AV needs at this time may result in higher fees or our inability to provide service on the day of your event

NONE NEEDED

***Projection Equipment**

- Overhead Projector
- LCD Projector (for powerpoint presentation)
- Laptop Cart (2 shelf)
- Portable Screen

***Video Equipment**

- DVD Player
- TV/VCR
- TV/DVD Player
- TV/VCR/DVD Combo

***Audio Equipment**

- CD Player
- Powered Podium w/Single speaker/1 mic
- Powered Podium w/Double speakers/1mic

Accessories

- Power Strip
- Extension Cord
- Cart (1 shelf)

Meeting Accessories

- Display Easel
- Flip Chart Easel w/pad
- Laser Pointer

***Technical Support** AV Technician Requested

***3400 Conference Center and/or Choral Rehearsal Room Only**

- Audio (Background Music)
- Wireless Microphone (handheld or lavalier)
- Stage (Conference Center Only)
- Drop Down Screen
- Portable Audio/Video Cart (Conf. Rm. Only) Includes: 6 channel mixer for CD player, DVD player, mic., wireless mic., headset out)

Set up Request for Conference Center, Rooms 133 - 139, 204 (Handbell Room) 268 and 356.: You **must** define a set up for your activity/event. Your number of attendees may affect the set up, so it is imperative to specify the number expected. Please choose your set up style below. If a set up is not given, your room may be empty, or we will choose your set up for you. ***Please note that all other rooms not listed on second and third floors are preset with 6ft. narrow tables and chairs or youth furniture.**

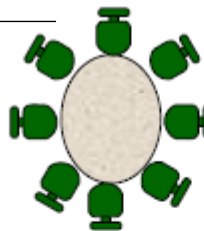
Classroom Style for _____



A

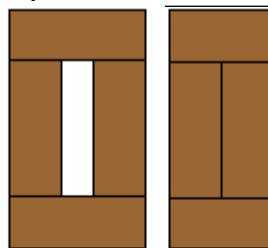


B



C

Square for:



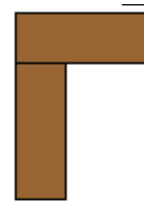
1

2

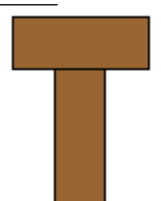
Special Set Up for:



"U"

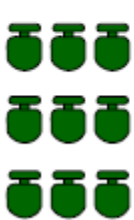


"L"

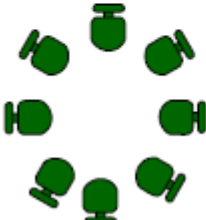


"T"

Chairs Only For: _____

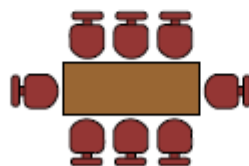


Lecture/
Theatre

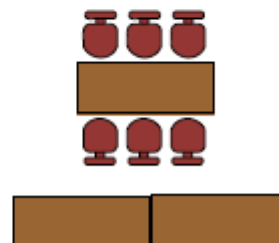


Circle

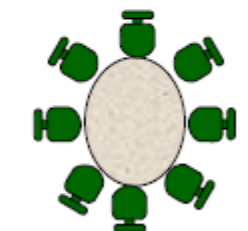
Other (Chairs around perimeter only)



Conference
Room Style for: _____



Repast/Fellowship
for: _____

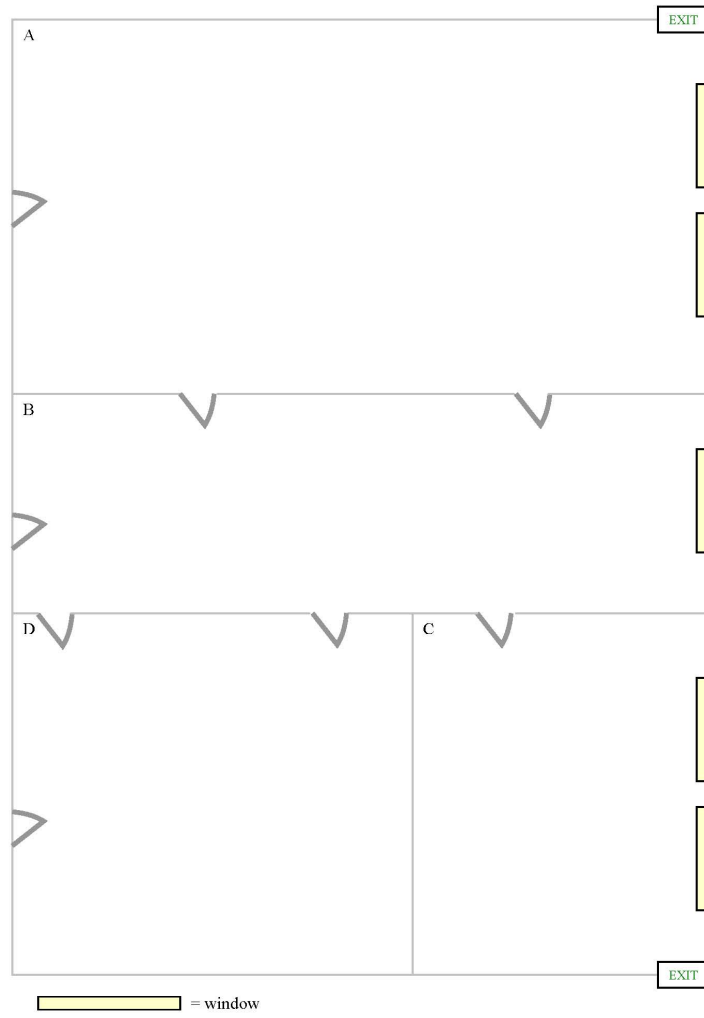


Banquet for: _____
(not available in AFH)

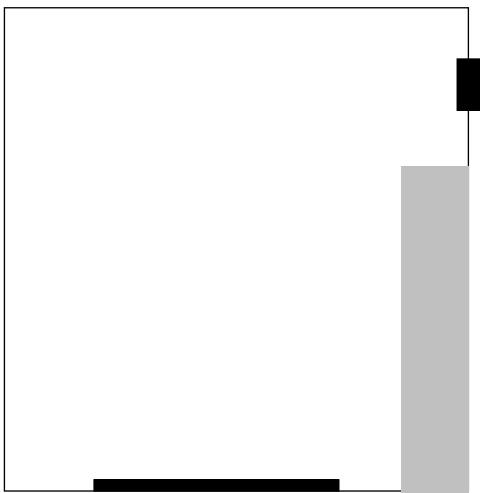
Date Submitted

Other (If you do not see a desired set up, please specify on back by diagram.)

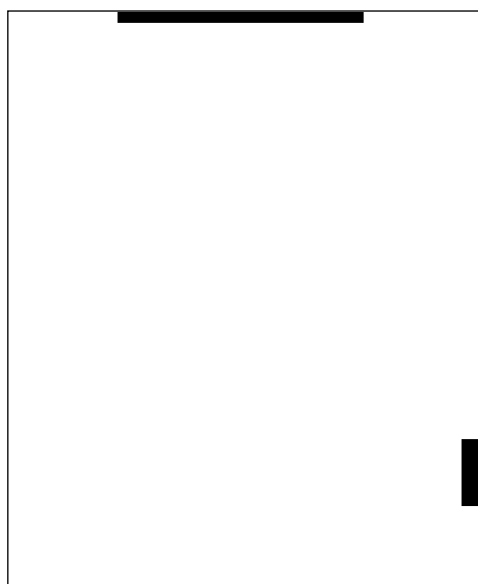
Conference Center



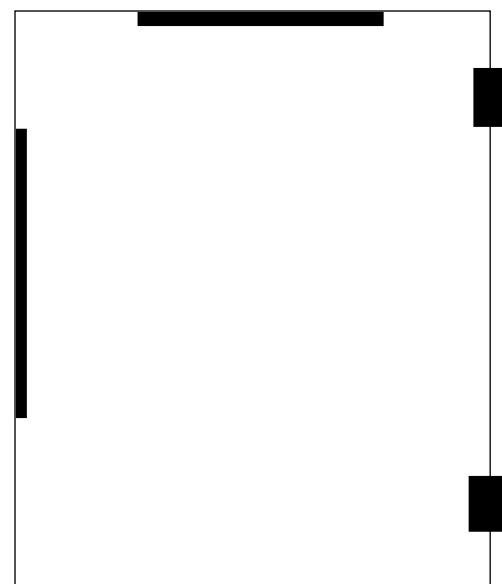
Meeting Room 133



Meeting Room 135



Meeting Room 139 (Orchestra Rm)



Dry erase board



Entrance/Exit

