

# Crosswinds Facility Request Form

Please fill out this form and the Crosswinds Facility Use Guidelines form and return to the office 45 days in advance of the date of the event. You will be contacted once a decision has been made.

## 1. General Information

Date of the event: \_\_\_\_\_  
 Event day of the week: \_\_\_\_\_  
 Event start and finish times: \_\_\_\_\_ to \_\_\_\_\_  
 Requestor's name: \_\_\_\_\_  
 Requestor's phone number: \_\_\_\_\_  
 Requestor's email address: \_\_\_\_\_  
 Number of guests expected: \_\_\_\_\_

Event title \_\_\_\_\_  
 Event speaker's name \_\_\_\_\_  
 When do we need to have our set-up completed? \_\_\_\_\_  
 What time do you need to get in to prepare? \_\_\_\_\_  
 If you represent another organization, you must submit a Certificate of Liability Insurance with this form.

Multiple Dates and Times: \_\_\_\_\_

## 2. Rooms Needed

Please check. Do you need rooms to provide childcare? Yes \_\_\_ No \_\_\_ If yes, note them below and be sure you understand our childcare requirements on the *Crosswinds Facility Use Guidelines* form. This is very important to us.

___ Infants Rm	___ K-2nd Rm	___ Children's Lobby	___ Classroom(s) - Room Numbers: _____
___ Crawlers Rm	___ 3rd-5th Rm	___ Atrium Lobby	___ Kitchen
___ 2s Rm	___ The BOX	___ MC South Lobby	___ Green Room
___ 3s Rm	___ Chapel	___ MC North Lobby	___ Conference Room
___ 4s Rm	___ Ministry Center	___ Chapel Lobby	___ Book Store Area
___ Other. Specify: _____			

## 3. General Equipment Needed

Please write in amounts. (Traditional slide projector not available)

___ 2.5' rectangular tables	___ 4' round tables	___ Flip chart
___ 4' rectangular tables	___ 5' round tables	___ Overhead projector
___ 6' rectangular tables	___ Chairs	___ Other. Specify: _____
___ 8' rectangular tables	___ TV, VCR, DVD	_____

## 4. Technical Support Needed

Please read and answer the following questions, and develop a detailed order of the elements included in your event. That outline **must** be submitted with this form. If any of your programming changes before the scheduled date, you **must** inform the Technical Department.

- a. **Speakers:** Will people be speaking who will need wireless microphones? \_\_\_ If so, how many? \_\_\_
- b. **Drama:** Will there be a dramatic presentation? \_\_\_ Will the actors require microphones? \_\_\_ If so, how many? \_\_\_  
 Which, if any, of the following will the drama require: special lighting, sound effects, or props? \_\_\_\_\_
- c. **Music:** Will there be a live band? If so, how many musicians \_\_\_ and what type of instrumentation? \_\_\_\_\_  
 Will you need prerecorded background music played? \_\_\_ If so, please remember to bring your CD.
- d. **Projection:** Which, if any, of the following will you be showing: video, DVD, slide show presentation, lyrics to songs? \_\_\_\_\_  
 Are you planning to use your own laptop for a presentation? \_\_\_
- e. **Rehearsals:** Will you require any rehearsals for your event? \_\_\_ If so, have you reserved dates and the space for those as well? \_\_\_
- f. **Technicians:** After reviewing your programming needs, we will determine how many sound, lighting and projection technicians will be needed. Please indicate if there is a member of our tech team you would prefer: \_\_\_\_\_

## 5. Guest Services Support Needed

Please check the services you need.

\_\_\_ Lobby Hosts \_\_\_ Info Center Hosts \_\_\_ EMRT \_\_\_ Parking Lot Hosts \_\_\_ Guest Central \_\_\_ Ushers \_\_\_ Hospitality \_\_\_ Other

## 6. Room Set-up Diagram

On the back of this sheet or on an attached white unlined 8 1/2" X 11" sheet of paper, draw your room set-up diagram. Show the location of platforms, doors and hallways as well as the arrangement of tables, chairs, and any other equipment requested.

— For Church Office Use Only — Please initial in Yes or No spaces

Date form was submitted: _____	Call made to requestor? Yes ___ No ___	Certificate of Ins. received? Yes ___ No ___
Sr. Pastor Approval? Yes ___ No ___	Date of call to requestor: _____	Guideline Form received? Yes ___ No ___
Worship/Arts Approval? Yes ___ No ___	Event outline received? Yes ___ No ___	Fees Received? Yes ___ No ___
Technical Arts Notified? Yes ___ No ___	Room diagram received? Yes ___ No ___	Youth Approval? (The Box) Yes ___ No ___
Technical Arts Approval? Yes ___ No ___	Placed on calendar? Yes ___ No ___	Children's Approval? (Uptown) Yes ___ No ___