

PARAMOUNT BAPTIST CHURCH

EVENT/EQUIPMENT FORM

Please complete the appropriate section and return to the Executive Pastor.

INSTRUCTIONS FOR ROOM SET-UP

Event _____ Date of Event _____

Room # _____ Begins _____ Ends _____

Room needs to be set up by _____ (time) on _____ (date)

Contact Name _____

Phone _____ Email _____

In the space below, please diagram how the room needs to be set up. Indicate N, S, E & W. Use back of form if necessary.

Are there any other needs/instructions? _____

TECHNICAL SET-UP

Event _____ Date of Event _____

Room # _____ Begins _____ Ends _____

Contact Name _____

Phone _____ Email _____

Please check which of the following are needed:

- CD Player
- DVD Player
- VHS Player
- Computer/Powerpoint Presentation
- Sound System
- Portable Projector
- Portable Fender Sound System
(availability limited — see Jason)

How many microphones needed? _____

Musical instruments? *(Please list all)* _____

Video Tape Event *(Not available for every event.)*

Other Needs _____

BUS/VAN SCHEDULE

Organization _____

Dates you need the van/bus _____

Person making request _____

Person in charge of trip _____

Home phone _____ Cell/work phone _____

Destination _____

Time use begins _____ Ends _____

Please indicate the vehicles you need:

- Van #1 (2002, air bags)
- Van #2 (2000, air bags)
- Van #3 (1999, air bags)
- Van #4 (1997, air bags)
- Van #5 (1993)
- Shuttle Bus #1
- Shuttle Bus #2
- Tahoe
- Big Trailer
- Small Trailer

PBC CABIN USE

Organization _____

Dates you need the cabin _____

Person making request _____

Person in charge _____

Home phone _____ Cell/work phone _____

Time use begins _____ Ends _____

Are there any other needs/instructions? _____

