

THE KING'S ACADEMY 2021-2022 FACILITIES SET-UP REQUEST

Event: _____ Department: _____
 Contact: _____ Phone or E-mail: _____
 Location: THEATER W BLDG QUAD GYM OTHER: _____
 Date: _____ Day of Week: M T W Th F Sa Su **ACTUAL** Start: _____ am _____ pm
 (if multiple, list in Additional Instructions) **Event Time** End: _____ am _____ pm
 LATEST access or set-up time for location: _____ am _____ pm

FACILITIES NEEDS

Chairs Qty: _____ **Tables** _____
 6-ft Rect....Qty: _____ (seats 6 people) 8-ft Rect....Qty: _____ (seats 8 people) Round....Qty : _____ (seats 8 people)
Other: Whiteboard Podium A-Frames...Qty: _____ Other: _____
SET-UP: Chairs only (Theater Style) **OR** Complete the reverse side for detailed set-up
Additional Instructions/Needs

AUDIO VISUAL NEEDS

Microphones

Facility	Wireless Handheld		Wireless Lapel	
	Avail	Need	Avail	Need
W Bldg	2		1	
Theater	2		1	
Quad	2		1	
Gym	1			

Handheld w/cord	Stand for Handheld?	
# Needed	Yes	No

Available A/V Equipment (Check what you need for your event)

CD Player DVD Player Blu-Ray (W only) Auxiliary input Computer Guest Wifi

What type of presentation software are you using? (i.e. PowerPoint)

How are you providing your presentation? (i.e. personal laptop, attachment to email, flash drive, etc)

Additional Instructions/Needs

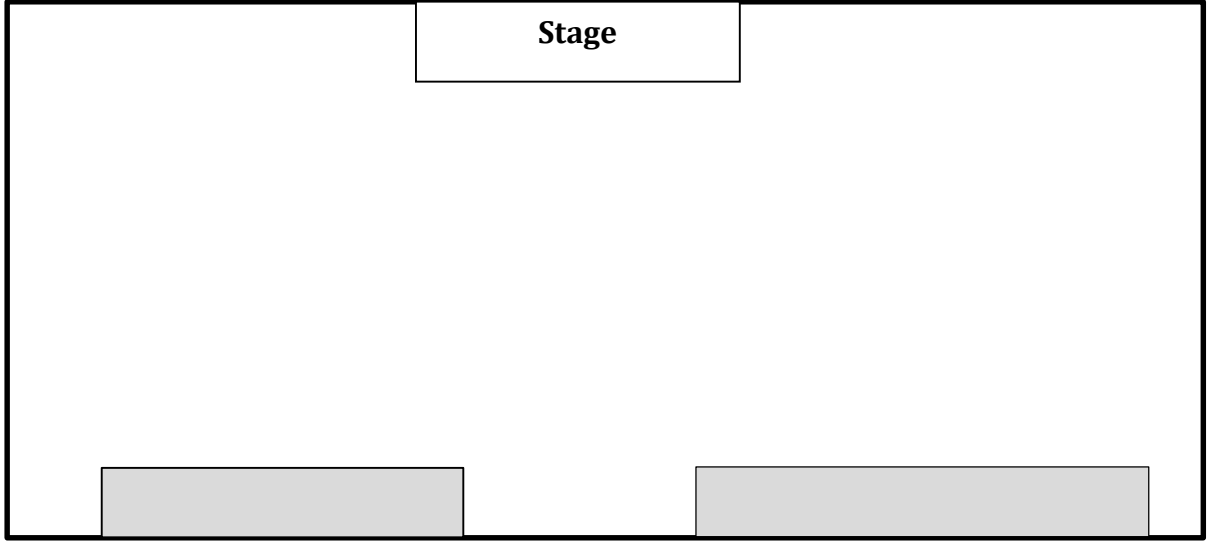
****Tech Support Required?** Yes - Am willing to be trained Yes – Provide personnel No

For Facilities Only	Operations Use Only
Earliest Set-up Date / time: _____ Additional set-up or breakdown instructions: _____ _____	To Help Desk: _____ To Facilities: _____

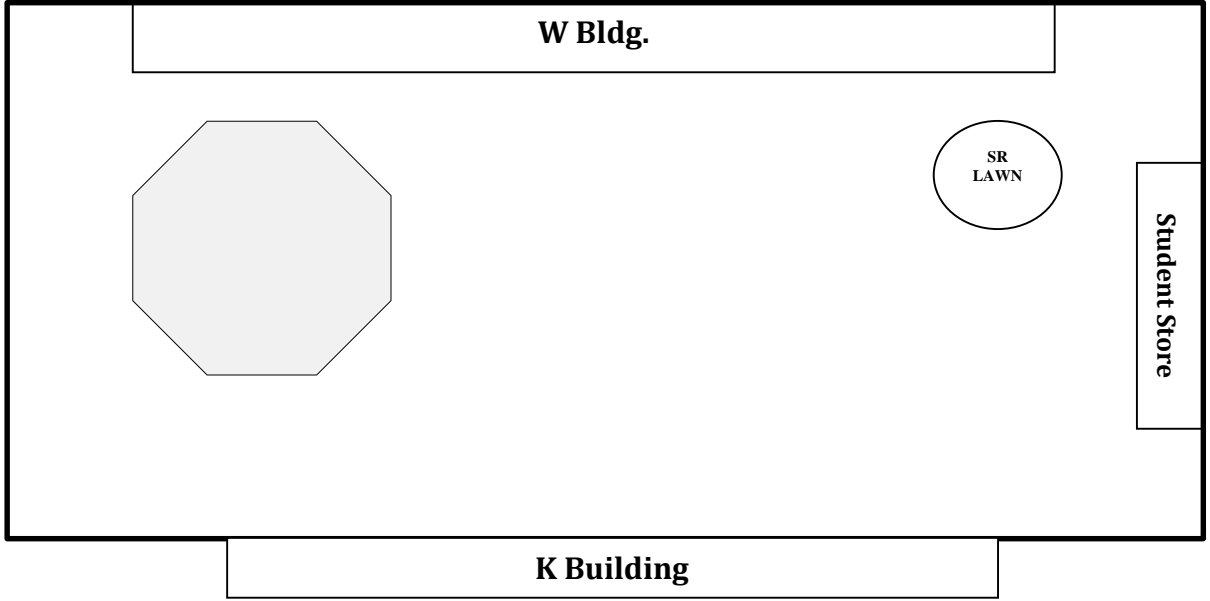
PLEASE PUT THE COMPLETED FORM IN BARB SCHULENBURG'S BOX

PLEASE DRAW A MAP DETAILING WHERE YOU WOULD
LIKE TABLES AND CHAIRS TO BE SET UP

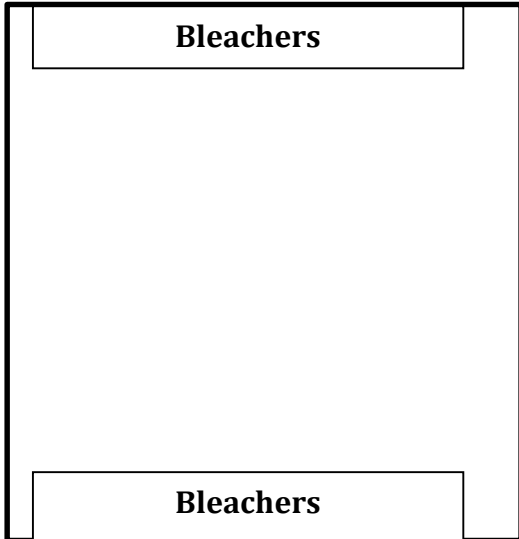
W
BLDG



QUAD



GYM
(LOCKER
SIDE)



THEATER

