

FIRST CONGREGATIONAL CHURCH Room Set Up Form

Please make a copy of this form and place one copy in Felipe Hernandez's wall caddy and one in Beth Tracy's mailbox. Please do so **FOUR** business days in advance, when possible.

Room Requested:

CHURCH

Name of Event:

CTS Commencement

Date of Event:

Fri - May 13, 2022

Time of Event:

- rehearsal = 8:30 AM
- ceremony = 10:00 AM

Sponsoring Organization:

CTS

Contact Person & Phone Number:

MARIE WHITNEY 773.614.1368

Start & Expected End Time

8:30 AM Rehearsal

Access time/set-up by:

8:00 AM

Number of Chairs:

Number of Tables:

long table on "stage"

BEVERAGE

☒ Lemonade

☐ Hot Water

☐ Cup Regular Coffee Pot

☐ Cup DeCaf Pot

PRESENTATION EQUIPMENT

☒ Microphone Stand

☒ Podium

☐ Flip Chart

☐ Dry Erase Board

AUDIO VISUAL ☐ Zoom

☐ LCD Projector

☐ Laptop

☐ Screen

☒ Live Stream

☒ Tech Assistant

☒ Pulpit & Podium

☒ Microphone/Stand

PLEASE NOTE:

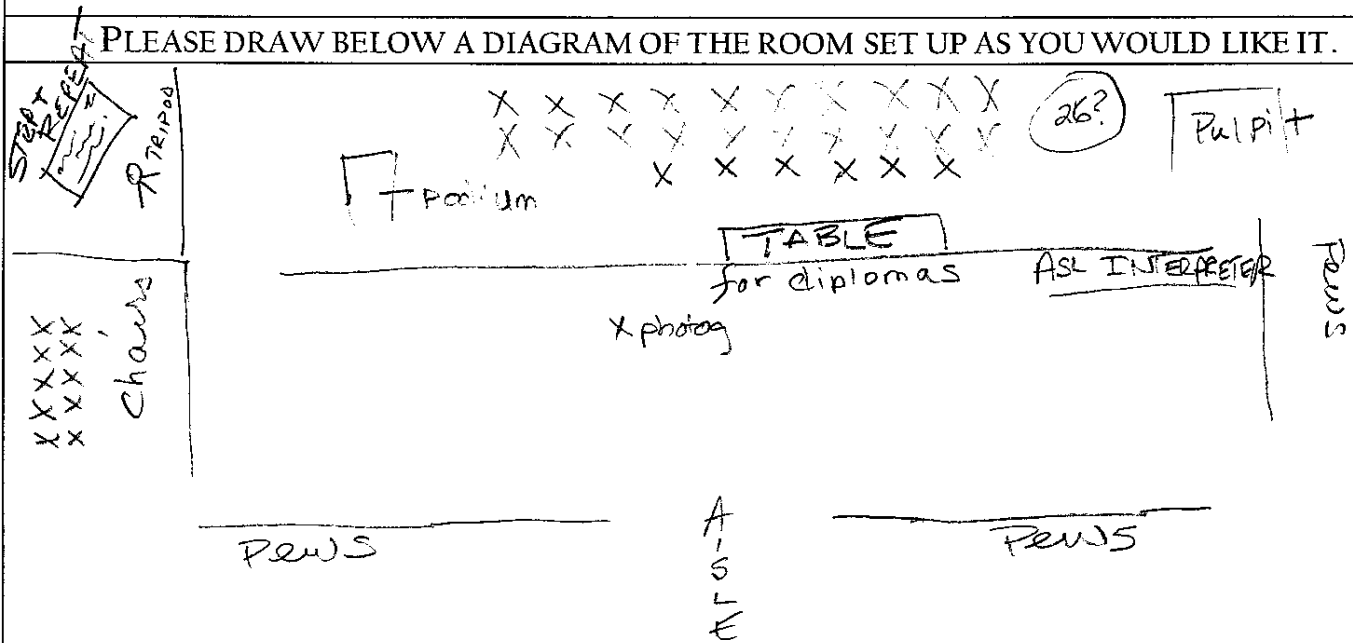
* PIANO NOT NEEDED *

If any food is brought in ahead of time, please make sure it is clearly labeled. Food and/or paper goods must be disposed of and/or recycled after the meeting. We ask that all trash be bagged and tied and all tables be wiped down. Please note the items on the "Green" list by the light switch and refer to the posted kitchen policies.

SHOULD YOU HAVE ANY QUESTIONS, PLEASE CONTACT SCOTT WILLIAMS

AT 708/246-1900 OR SCOTT@WSCONGO.ORG

PLEASE DRAW BELOW A DIAGRAM OF THE ROOM SET UP AS YOU WOULD LIKE IT.



X = chairs

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Room Requested: PLYMOUTH Hall

Name of Event: CTS

Date of Event: Fri - May 13, 2022

Time of Event: 8:00am - 2:00pm

Sponsoring Organization: CTS

Contact Person & Phone Number: MARIE WHITNEY 773.614.1368

Start & Expected End Time: 8am - 2pm

Access time/set-up by: 7:45am

Number of Chairs:

Number of Tables: 8 rounds 2-3 banquets

BEVERAGE Lemonade Hot Water
Cup Regular Coffee Pot Cup DeCaf Pot

PRESENTATION EQUIPMENT

Microphone/Stand ☒ Podium ☐
Flip Chart ☐ Dry Erase Board ☐

AUDIO VISUAL Zoom ☐

LCD Projector ☐ Laptop ☐ Screen ☐ Live Stream ☒ Tech Assistant ☒ Microphone/Stand ☐

PLEASE NOTE:

TV monitor for stage

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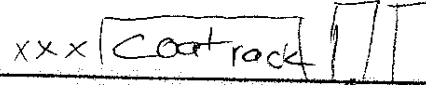
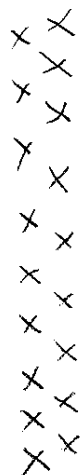
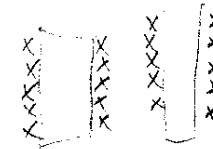
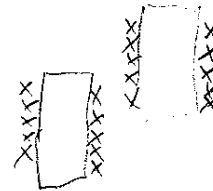
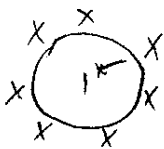
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PLYMOUTH HALL

PLEASE DRAW BELOW A DIAGRAM OF THE ROOM SET UP AS YOU WOULD LIKE IT.

2-3 BANQUET TABLES Kitchen Door X X X X X X X X X Chairs around perimeter



mirrors by CTS

chairs 18

* 8 rounds w/ 6-8 chairs each for reception 12:30

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Room Requested:

THE PARLOR

Name of Event:

FACULTY Dressing AREA

Date of Event:

Fri - May 13, 2022

Time of Event:

Sponsoring Organization:

CTS

Contact Person & Phone Number:

MARIE WHITNEY 773.614.1368

Start & Expected End Time

8⁰⁰am - 2⁰⁰pm

Access time/set-up by:

8:00 am

Number of Chairs:

AS IS

Number of Tables:

AS IS

BEVERAGE ☐ Lemonade

☐ Hot Water

☐ Cup Regular Coffee Pot

☐ Cup DeCaf Pot

PRESENTATION EQUIPMENT

Microphone/Stand ☐

Podium ☐

Flip Chart ☐

Dry Erase Board ☐

AUDIO VISUAL Zoom ☐

LCD Projector ☐

Laptop ☐

Screen ☐

Live Stream ☐

Tech Assistant ☐

Microphone/Stand ☐

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PLEASE DRAW BELOW A DIAGRAM OF THE ROOM SET UP AS YOU WOULD LIKE IT.

Coffee Station



2 tables together for food set up

tables and chairs around room as is u)

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Room Requested:

SEIM ROOM

Name of Event:

Friday Prayer

Date of Event:

Fri - MAY 13, 2022

Time of Event:

approx 1⁰⁰pm - 1³⁰pm

Sponsoring Organization:

CTS

Contact Person & Phone Number:

MARIE WHITNEY

Start & Expected End Time

1⁰⁰ - 1³⁰pm

Access time/set-up by:

NOON

Number of Chairs:

0

Number of Tables:

0

BEVERAGE

☒ Lemonade

☐ Hot Water

PRESENTATION EQUIPMENT

☐ Cup Regular Coffee Pot

☐ Cup DeCaf Pot

Microphone/Stand ☐

Podium ☐

Flip Chart ☐

Dry Erase Board ☐

AUDIO VISUAL

Zoom ☐

LCD Projector ☐

Laptop ☐

Screen ☐

Live Stream ☐

Tech Assistant ☐

Microphone/Stand ☐

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PLEASE DRAW BELOW A DIAGRAM OF THE ROOM SET UP AS YOU WOULD LIKE IT.

Minimal or

No tables please
except around perimeter.

Central floor space will be used as
prayer space for
approx 30 ppl. (facing east)

