



Program Date: _____
 Time: _____ From: _____ To _____

Program Title: _____

Staff Person: _____

Please check items needed:
 Podium: _____

- Standing
- Microphone
- Table Top
- Small Wooden
- Small w/hands

Chairs: Amt needed:
 With arms
 Folding

Tables:
 Long
 Round
 Card Tables

Media:
 TV w/vcr/dvd
 Overhead Projector
 Projection Screen
 Chalkboard
 Piano
 Riser
 Square Stands: _____
 17" _____ 33" _____ 44"
 Wooden Tabernacle
 Processional Cross

Other Request: _____