



Work Order

NEW REVISED

IMPORTANT: All orders must be received no less than 30 days prior to the event.

OFFICE USE ONLY

<input checked="" type="checkbox"/>	Building Services
<input type="checkbox"/>	Audio Technology
<input type="checkbox"/>	Technology
<input type="checkbox"/>	Other _____
<input type="checkbox"/>	Other _____
<input type="checkbox"/>	Other _____

Return this form to the receptionist in the Commons

Date Submitted: _____

Requestor/Contact Name: _____ Phone: _____

Email Address: _____

Event Name: _____

Location/Room: _____ Space Confirmed by: _____

Event Day: S M T W T F S (Circle One) Event Date: _____ Event Time: _____

Set-up Time: _____ Take-down Time: _____

Building Services

(main contact, John Harvey, 815-436-2651 x820; jharvey@smip.org)

Audio Technology

(main contact, Nikolai Medow, 815-456-2651 x801; nmedow@smip.org)

<input type="checkbox"/> Tables	<input type="checkbox"/> Chairs (How Many) _____
<input type="checkbox"/> # of Round: _____	<input type="checkbox"/> Bleachers
<input type="checkbox"/> # of 8-foot Rectangular: _____	<input type="checkbox"/> Podium
<input type="checkbox"/> # of 6-foot gray Rectangular: _____	<input type="checkbox"/> Other _____
<input type="checkbox"/> # of Cafeteria: _____	<input type="checkbox"/> Other _____
<input type="checkbox"/> Equipment	<input type="checkbox"/> Projection Screen
<input type="checkbox"/> Extension Cords (How Many) _____	<input type="checkbox"/> LCD Projector
<input type="checkbox"/> Microphones	<input type="checkbox"/> Tape Player; Church, Cana, Stewardship, Faith Sharing
<input type="checkbox"/> # of CORDED : _____	<input type="checkbox"/> CD Player; Church, Cana, Gym, Stewardship, Faith Sharing
<input type="checkbox"/> # of HEADSET : _____	<input type="checkbox"/> TV/VCR; any space
<input type="checkbox"/> # of HANDHELD CORDLESS : _____	<input type="checkbox"/> DVD Player; any space
<input type="checkbox"/> Which Instruments?	<input type="checkbox"/> Sound Board Staffed by Parish

<input type="checkbox"/> # of Instrument Cords: _____	

Technology

(main contact Jackson Brunsting, 815-436-2651 x838; jbrunsting@smip.org)

Laptop Elmo/Overhead Projector Cables; USB/Video/Speaker Out (Circle)

Internet Connection Software Required: _____

Audio Connection to Sound System (Available **only** in Church, Cana Hall & Gym)

Wireless Access to the Internet **Other** _____ **Other** _____

Notes: _____

Diagram for your setup, if needed

Room Locations:

Church Locations:

*Church, *Narthex, North Wing A, North Wing B & C Rooms

Parish Center Rooms:

Commons, Gym, Kitchen, *Cana East and *Cana West, Faith Sharing, Harvester, Small Meeting, Library

Parish Center Second Floor Rooms:

Upper, Stewardship, Unity

Questions? Call Laura Van Ham @ 815-436-2651 X 887

or email to Ivanham@smip.org

*This space **MUST** be approved through GERALYN KUBAN our Liturgical Director (Ext. 810) to be confirmed.