



# FPCA Set-Up Request Form

Use this form to request a custom set-up for an event or function of the church.  
Be sure to first reserve the room with [Mary Fino](#).  
Then submit this form to [Brian Larson](#) at least one week before the event.  
An electronic version is available at [firstpresah.org/forms](http://firstpresah.org/forms)

Requested by \_\_\_\_\_ Set-Up Date \_\_\_\_\_

Phone \_\_\_\_\_ Time \_\_\_\_\_

Group Name \_\_\_\_\_ Room Name/# \_\_\_\_\_

## Description of Set-Up

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**Diagram** (if you have a complex or specific need)

## Equipment Needed

TV/DVD Player     Projector     Computer     Screen     Flip Chart

Other \_\_\_\_\_

### Check One

One-time setup

Repeating setup

Dates: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_