



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 [Michelle Holifield](#) at least one week before the event.
An electronic version is available at firstpresah.org/forms

Requested by _____ Set-Up Date _____

Phone _____ Time _____

Group Name _____ Room Name/# _____

Description of Set-Up

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:

_____	_____
_____	_____
_____	_____
_____	_____