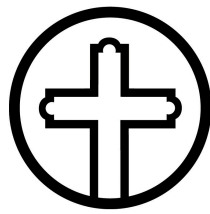


NON-TRIETSCH EVENT REGISTRATION



TRIETSCH
MEMORIAL UNITED
METHODIST CHURCH

Event Name

Room(s) Requested

Date Request Submitted

Event Date Start

Event Date End

Start Time

End Time

Set Up Time

Clean Up Time

Day of Week

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Event is:

One-Time

Weekly

Bi-Weekly

Monthly

Bi-Monthly

Other

If any part of this request changes, please notify the church office as soon as possible.

CONTACT INFORMATION

Contact Person

E-mail

Phone

Cell Phone

EVENT NEEDS

Will you need any of the following equipment?

Tables

Podium

Pad on Easel

Overhead Projector

Chairs

Dry Erase Board

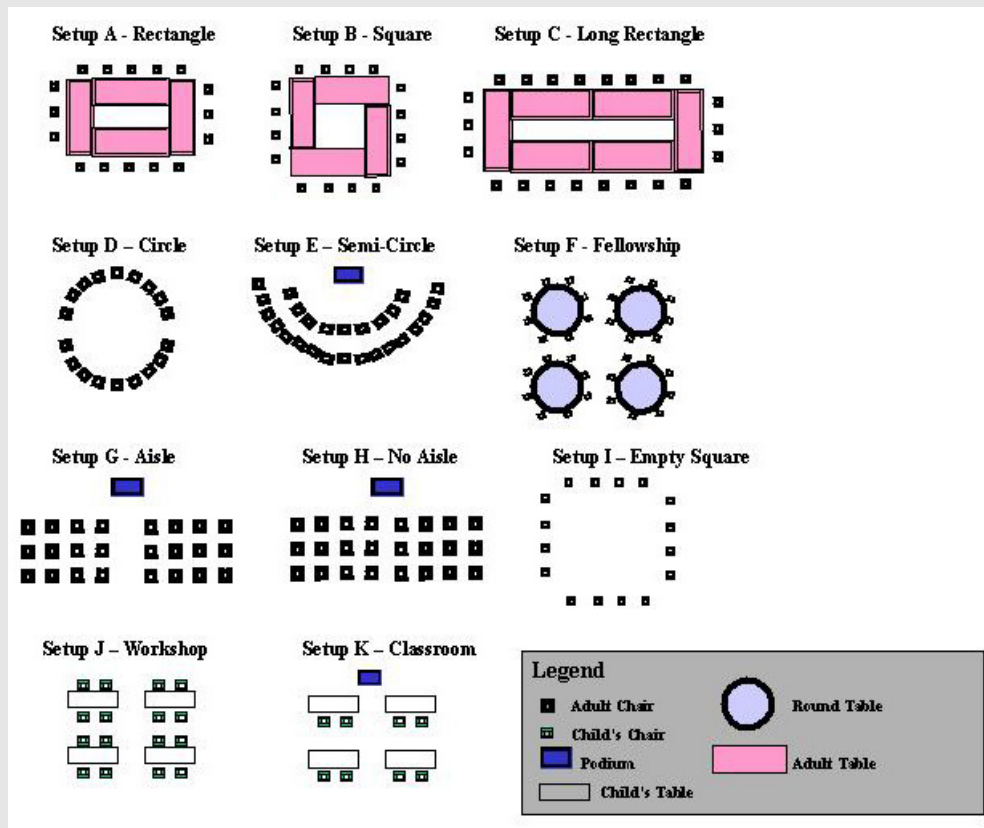
Screen

TV/VCR/DVD

How many tables?

How many chairs?

Choose which set-up you need (as shown below) and additional details needed to help set up



If you need a specific room arrangement, please attach drawing to this form or email jeanetteg@tmumc.org.



MEDIA/SOUND NEEDS

- 1) A media representative will contact you if additional information is needed.
- 2) Technician availability is not guaranteed. Please make sure you have a volunteer or yourself available for training to operate our equipment.
- 3) Contact John Hames at johnh@tmumc.org with any questions.

Audio or Video	Description of audio needs (# of mics, etc.)	Description of video needs (Projector, slides, etc.)
Audio		
Video		

HELPFUL TIPS

- > The church uses ProPresenter in the FLC, Ministry Center, and Main Sanctuary.
- > PowerPoint slides will work in the FLC, Ministry Center, and Main Sanctuary.
- > The best video format for ProPresenter is .MOV but it will also play .MP4.
- > Provide digital info on a USB Flash Drive to the Media Department.
Contact johnh@tmumc.org or amyp@tmumc.org.

Rehearsal	Rehearsal Date	Rehearsal Time
Yes	<input type="text"/>	
No		

Additional Info

NO CHURCH PUBLICITY AVAILABLE FOR NON-TRIETSCH EVENTS

