

# Facility/Event Request Form

# Unity Spiritual Center of North Idaho

**EVENT** \_\_\_\_\_

**Date Submitted** \_\_\_\_\_

**Presenter** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Event Date (s)** \_\_\_\_\_

**Access to room needed by** \_\_\_\_\_

**Start time** \_\_\_\_\_ **End time** \_\_\_\_\_

**Recurring?** Y/N **Days** \_\_\_\_\_ **Weekly** \_\_\_\_\_ **Monthly** \_\_\_\_\_

**A Brief description of the event** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Admission fee(check all that apply)** \_\_\_\_\_

**Single\$** \_\_\_\_\_ **Couple\$** \_\_\_\_\_ **Family\$** \_\_\_\_\_

**Pre-registration required** \_\_\_\_\_

**Minimum number to hold the event** \_\_\_\_\_

**Marketing needed? Y/N**

**Childcare needed? Y/N** **Anticipated#** \_\_\_\_\_

**SETUP:** **Number anticipated** \_\_\_\_\_

**Setup Start Time** \_\_\_\_\_ **Take Down Time** \_\_\_\_\_

**Location:**

- Sanctuary
- Friendship Hall 1
- Friendship Hall 2
- Friendship Hall 3

- Grounds
- Labyrinth
- Other \_\_\_\_\_

**SET UP NEEDS:**

- Podium
- Flip Chart(s) \*\*
- Music Stand
- Easel
- Other \_\_\_\_\_

**Tables/Chairs:**

- Circle # \_\_\_\_\_
- Theatre # \_\_\_\_\_
- Chevron # \_\_\_\_\_
- Cabaret Style # \_\_\_\_\_
- \_\_\_\_\_
- 6 ft. # \_\_\_\_\_ (16 available)
- 8 ft. # \_\_\_\_\_ (2 available)
- Other \_\_\_\_\_

**FOOD / BEVERAGES:** Yes/No Fee \_\_\_\_\_

- Coffee/Tea Set Up  Pot Luck provided by your group
- Catering Contact: \_\_\_\_\_ Phone: \_\_\_\_\_
- Supplies Needed: see attached

**DECORATIONS:** Yes/No

**AUDIO/VISUAL, MEDIA ETC.:** Yes/No

Sound Tech \_\_\_\_\_

LIVE OR  RECORDED MUSIC?

IF LIVE MUSIC: NO. OF MUSICIANS/SINGERS \_\_\_\_\_

**EQUIPMENT Needs:**

- Projector ++
- Screen ++
- TV ++
- DVD Player++
- CD Player
- Headset
- Hardwire mics # \_\_\_\_\_
- Handheld # \_\_\_\_\_
- House Sound
- Portable Sound System
- MP3 Dock
- Specific type of computer

**Event Monies**

\_\_\_\_\_ % to USCNI  
\_\_\_\_\_ % to Presenter

USCNI Approval: Yes \_\_\_\_\_ No \_\_\_\_\_

Approval email/call to Presenter Date \_\_\_\_\_ Initials \_\_\_\_\_  
Event Packet emailed/mailed Date \_\_\_\_\_ Initials \_\_\_\_\_