

# HBBC MEETING & EVENT INFORMATION FORM

Submit to: Cathy Eller, Welcome Desk Receptionist    Date Submitted: \_\_\_\_\_

## STEPS FOR PLANNING AN EVENT:

- Contact Cathy Eller (celler@hbhc.org) and secure a calendar date and room location.
- Contact Scott Arbutina (sarbutina@hbhc.org) for room set up, AC/Heating needs and security questions, including when the doors will be opened and when they will be locked.
- Contact Danny Musten (danny@hbhc.org) for sound and audio visual needs.
- Complete the Food Service Request/Confirmation Form if needed, and return with your Meeting and Event Information Form.

**EVENT NAME:** \_\_\_\_\_

**GROUP:** \_\_\_\_\_

**CONTACT:** \_\_\_\_\_

**CONTACT PH#:** \_\_\_\_\_

**MINISTERIAL LIASON:** \_\_\_\_\_

**DATE(s):** \_\_\_\_\_

- One time meeting     Recurring Meeting  
If recurring, frequency \_\_\_\_\_ end date \_\_\_\_\_

**START/END TIMES:** \_\_\_\_\_

**SPECIAL GUEST(S):** \_\_\_\_\_

**EVENT ACTIVITIES:** \_\_\_\_\_

**AGE RANGE:** \_\_\_\_\_

**LOCATIONS:** \_\_\_\_\_

**FOOD SERVICE REQUESTED:**  YES     NO  
If yes, please complete Food Service Request Form.  
Cost and billing to be discussed at time of request.

**REGISTRATION DEADLINE** \_\_\_\_\_

**SEND REGISTRATION TO** \_\_\_\_\_

### EQUIPMENT REQUESTS

- MICROPHONES \_\_\_\_\_
- TV/DVD \_\_\_\_\_
- PODIUM \_\_\_\_\_
- LCD PROJECTIONS \_\_\_\_\_
- SCREEN \_\_\_\_\_
- EASELS (HOW MANY?) \_\_\_\_\_
- MARKER BOARD \_\_\_\_\_
- FLIP CHART \_\_\_\_\_
- REGISTRATION TABLE \_\_\_\_\_
- TABLE CLOTHS \_\_\_\_\_
- SKIRTING \_\_\_\_\_
- OTHER ITEMS \_\_\_\_\_

### OTHER SUPPORT REQUESTS

**PUBLICATIONS:** \_\_\_\_\_

**POSTERS/PROGRAMS:**  YES     NO

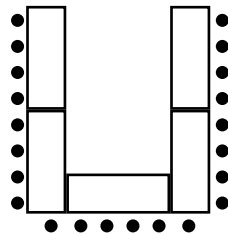
**SPECIAL MAILINGS:** \_\_\_\_\_

**EXTRA CUSTODIAL TIME (Setup/Cleanup):** \_\_\_\_\_

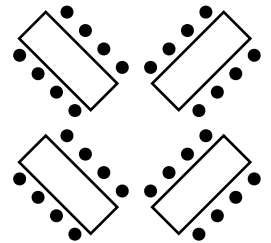
## ROOM SETUP:

Check the room setup option and indicate the attendance expected in the space above your choice. If other arrangements are needed, please attach a separate diagram.

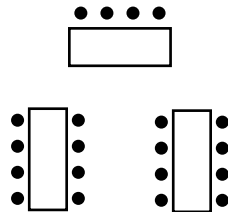
U-SHAPED  
\_\_\_\_\_



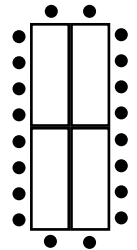
TABLES AND CHAIRS  
\_\_\_\_\_



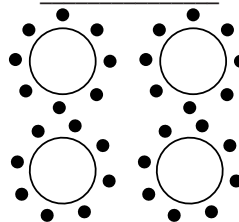
HEAD TABLE GROUP  
\_\_\_\_\_



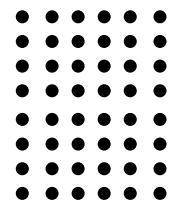
BLOCK OF TABLES  
\_\_\_\_\_



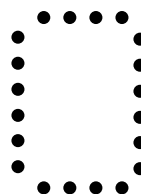
GROUP OF ROUND TABLES  
\_\_\_\_\_



THEATER OF CHAIRS  
\_\_\_\_\_



CIRCLE OF CHAIRS  
\_\_\_\_\_



SLANTED THEATER WITH CENTER AISLE  
\_\_\_\_\_

