

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 David Keel (dkeel@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 John Potts (jpotts@hbhc.org) for sound and audio visual needs.

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 _____

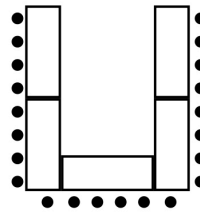
SKIRTING _____

OTHER ITEMS _____

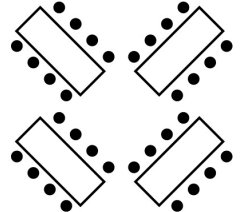
ROOM SETUP:

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.

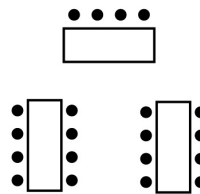
☐ U-SHAPED



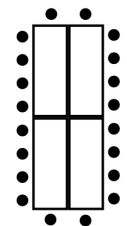
☐ TABLES AND CHAIRS



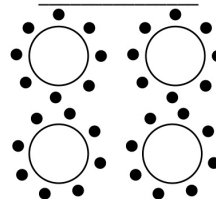
☐ HEAD TABLE GROUP



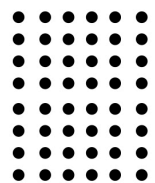
☐ BLOCK OF TABLES



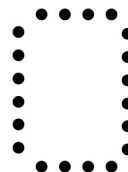
☐ GROUP OF ROUND TABLES



☐ THEATER OF CHAIRS



☐ CIRCLE OF CHAIRS



☐ SLANTED THEATER WITH CENTER AISLE

