



## Committee Hall Equipment Request Form

To be filled out, by the Committee Chair, if Hall equipment will be needed at the Event

Today's Date: \_\_\_\_\_ Lodge Affiliation: [ ] IOOF [ ] Rebekah

Name of Committee Chair: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of Committee: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Name of Member in Charge of Event: \_\_\_\_\_ Phone: \_\_\_\_\_

Date and Time of Event: \_\_\_\_\_

### Equipment needed at the Event:

- |                       |         |        |
|-----------------------|---------|--------|
| Big Screen TV         | ( ) Yes | ( ) No |
| Audio/Sound System    | ( ) Yes | ( ) No |
| Portable Sound System | ( ) Yes | ( ) No |
| Stage Lights          | ( ) Yes | ( ) No |
| Music Equipment       | ( ) Yes | ( ) No |
| Water Dispenser       | ( ) Yes | ( ) No |
| Portable Sound System | ( ) Yes | ( ) No |
| Projector             | ( ) Yes | ( ) No |
| Computer              | ( ) Yes | ( ) No |

### Approved By:

Committee Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Operations Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Hall Board: \_\_\_\_\_ Date: \_\_\_\_\_

(If person requesting use of the equipment is a Hall Board member, they cannot approve their own request)

I accept full responsibility for this equipment: \_\_\_\_\_ Date: \_\_\_\_\_

(Member in charge of the Event)