

# Kendal at Oberlin

## EVENT RESERVATION, SET-UP & SUPPORT REQUEST FORM



EVENT DATE

\_\_\_\_\_

**COMMUNITY EVENT**

A public event to which the Kendal (or outside) community is invited.

or  **MEMBERS-ONLY EVENT**

A private or closed event for members only, such as a committee meeting, music rehearsal, etc.

① **SPONSOR Name:** \_\_\_\_\_ **Unit #** \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Today's Date \_\_\_\_\_

② **TITLE OF MEETING / EVENT** \_\_\_\_\_

**LOCATION OF MEETING / EVENT:**  Auditorium  Green Room  Crossroads

Education Center Conference Room  Education Center Classroom

Other: \_\_\_\_\_

**DATE:** \_\_\_\_\_ **Day of Week** \_\_\_\_\_

**Start Time** \_\_\_\_\_ **End Time** \_\_\_\_\_

**Set-Up Time & Date** \_\_\_\_\_ **Take-Down Time & Date** \_\_\_\_\_

*Please provide ample set-up and take-down time so that other events are not delayed.*

**RECURRING EVENT? (describe)** \_\_\_\_\_

③ **IF THIS IS A HEISER AUDITORIUM EVENT:**

This event will be an IN-PERSON Presentation / Meeting:  Yes  No

**NUMBER OF PEOPLE EXPECTED** in the auditorium (maximum is 120): \_\_\_\_\_

**SEATING STYLE:**  Theater  Conference  Classroom  U-Shape

Memorial Service  Circle of Chairs  Card Tables

*Photos of each of these styles are posted in the Auditorium.*

*NOTE: The Auditorium can seat approximately 120 chairs Theater Style. If you need more than that, you will ALSO need to reserve the Heiser Lounge, and check this box:*

**Open Doors to Heiser Lounge for Additional Seating**

#### 4 EVENT BROADCASTING / SHARING VIA KOTV or ZOOM

This event will be BROADCAST ON KOTV:  Yes  No Record it?  Yes  No

This event will be a ZOOM EVENT:  Yes  No Record it?  Yes  No

*NOTE: A Zoom event requires a Zoom link and a Zoom tech coordinator. If you need help, please contact the Program Committee, [program@kaores.net](mailto:program@kaores.net). Events with a live audience in the auditorium generally should NOT be put on Zoom.*

This event will NEED AV SUPPORT:  Yes  No

*NOTE: Email [av@kaores.net](mailto:av@kaores.net) to find who is assigned to AV for this event a few days before the end of the preceding month. The Sponsor and/or Presenter should work with the assigned AV person to ensure the AV setup.*

#### 5 OTHER RESOURCES NEEDED

PUBLICITY needed: WKAO:  Yes  No KENDALIGHT:  Yes  No

POSTERS: *Sorry, poster-making services are not provided. Please make posters yourself.*

DINING SERVICES needed:  Yes  No

*Please make arrangements directly with Dining Services (Lisa Wilken: [lwilken@kao.kendal.org](mailto:lwilken@kao.kendal.org))*

HOUSEKEEPING SERVICES needed  Yes  No

*Make arrangements directly with Housekeeping Services (Crystal Hall: [cyhall@kao.kendal.org](mailto:cyhall@kao.kendal.org))*

#### 6 EVENT DESCRIPTION

*Event Description will be used to update the calendar and provide publicity information. Please include the name of the speaker, the title of the presentation and a brief description.*

#### 7 SPECIAL INSTRUCTIONS - Any special instructions for Facility Services? – or anyone else?

You're done! Just print out the completed form and give it to the Receptionists.  
(You may also want to Save or SAVE AS to your computer by clicking this green button -->.)

**OFFICE USE ONLY** Receptionist: \_\_\_\_\_ Date \_\_\_\_\_

RESIDENTS: \_\_\_ Sponsor \_\_\_ Viibrant Calendar (37) \_\_\_ Memorial Committee (46)  
\_\_\_ Program Committee (45)

OPEN BOXES: \_\_\_ A/V \_\_\_ Kendalight \_\_\_ WKAO

STAFF: \_\_\_ Admissions \_\_\_ CAT \_\_\_ Dining Services \_\_\_ Housekeeping \_\_\_ Facility Services