



220th General Assembly (2012)
June 30-July 7, 2012 – Pittsburgh, Pennsylvania

REQUEST FOR FUNCTION SPACE

For OGA use only
Date received: _____
OGA action: _____
Ticketed?: ___ # _____
In reg info?: ___
Recurring?: ___ # _____
Off-site? ___

Return to:

Kerry Rice
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100 Witherspoon Street, Louisville, KY 40202
FAX: 502.569.8642/Phone: 888.728.7228 x5412

DEADLINE FOR RECEIPT: November 7, 2011

Sponsoring agency/entity/organization: _____

Contact name for arrangements for this function – first name: _____ last name: _____
E-mail address: _____
Telephone (day): _____ Mobile phone: _____ Fax: _____
Street Address: _____
City: _____ State: _____ Zip: _____

Function Information:

Function Title: _____
Function Type (check all that apply):
 Celebration/Party/Dance Concert
 Learning Center Lecture/Presentation/Class
 Meal (breakfast/lunch/dinner) Meeting
 Mission Tour Office
 Reception Worship
 Other: _____
Day and Date of Function (i.e., Monday, July 2): _____
Start Time: _____ End Time: _____
Maximum Expected Attendance: _____ Minimum Expected Attendance: _____
OGA/GAMC Functions – budget code: _____

Is this a recurring function?: Yes No What other dates/times will this exact same function be held? _____
(Please note – a recurring function is defined as a function that has the exact same description and occurs more than once)

Is the function to be listed in Registration and Program Information (including website)? Yes No
(Please note – a \$25 fee will be charged for each listing, including each instance of a recurring function, if included in registration and program information)

Will GA Meeting Service sell tickets to this function? Yes No
(Please note – a 5% fee, rounded up to the next dollar and a minimum of \$1, will be added to the ticket price)

Will this function be at an off-site venue (not at the convention center or assembly hotels)? Yes No
(please note – an additional \$2 per ticket fee will be added to the ticket price) Location: _____

Preferred Room Set:

- Banquet (round tables)
- Conference or Hollow Square
- Head table
- Theater (chairs facing forward)
- Schoolroom (tables, facing forward)
- Platform – notes: _____
- Reception set (includes some tall tables)
- Other – please note: _____

Special Requests/Comments: _____

Equipment Needs (check all that apply):

(Please note – this information is used to help in determining room assignment – actual orders for equipment will take place at a later time)

- Microphone and lectern
- Wireless Microphone – number: _____
- LCD Projector and/or screen
- Sound input for DVD or PowerPoint
- DVD Player/Monitor
- Piano or keyboard