



**Houston
Christian
UNIVERSITY**

Setup Date: _____

Belin Chapel Setup Specifics

Name of Event: _____

Ad Astra Reservation Number: _____

Event Date: ____/____/____ Type of Event: _____

About the Event:

Contact Person: _____ Contact Phone: _____

Contact Email: _____ Expected Attendance: _____

Ticketed Event: Yes or No? _____ General Admission or Assigned Seating? _____

Event Time Details:

Event Load-In? _____ Event Sound Check? _____

Doors Open? _____ Event Begins? _____

Intermission? _____ If Yes, Length? _____

Event Ends? _____ Load-Out Ends? _____

Event Rehearsal:

Date: _____

Time: _____

Notes: _____

Technical Needs: (For assistance, contact the Morris Cultural Arts Center Tech Team at 281.649.3165 or eventproduction@hc.edu)

Equipment Needs:

Tables: 8 ft. banquet #____, 6 ft. banquet #____, 72 in. round (seats 8-10) #____, 60 in. round (seats 6-8) #____, cocktail #____, serpentine #____ | **Chairs:** #____ (black/gray/stuffed) | **Music stands:** #____ | **Risers:** standing (3-step) #____, seated platforms (8'x3') #____ | **Podium:** #____ (glass/wooden/wooden with cross) | **Conductor's Step Riser:** Yes/No | **Conductor's Podium:** Yes/No

Dressing Room Needs: Yes/No **If Yes, #** _____

Did you reserve your equipment in Ad Astra when you requested your event? If not, Submit the "[Media Request Form](#)," found on the Ad Astra Homepage, under "External Links."

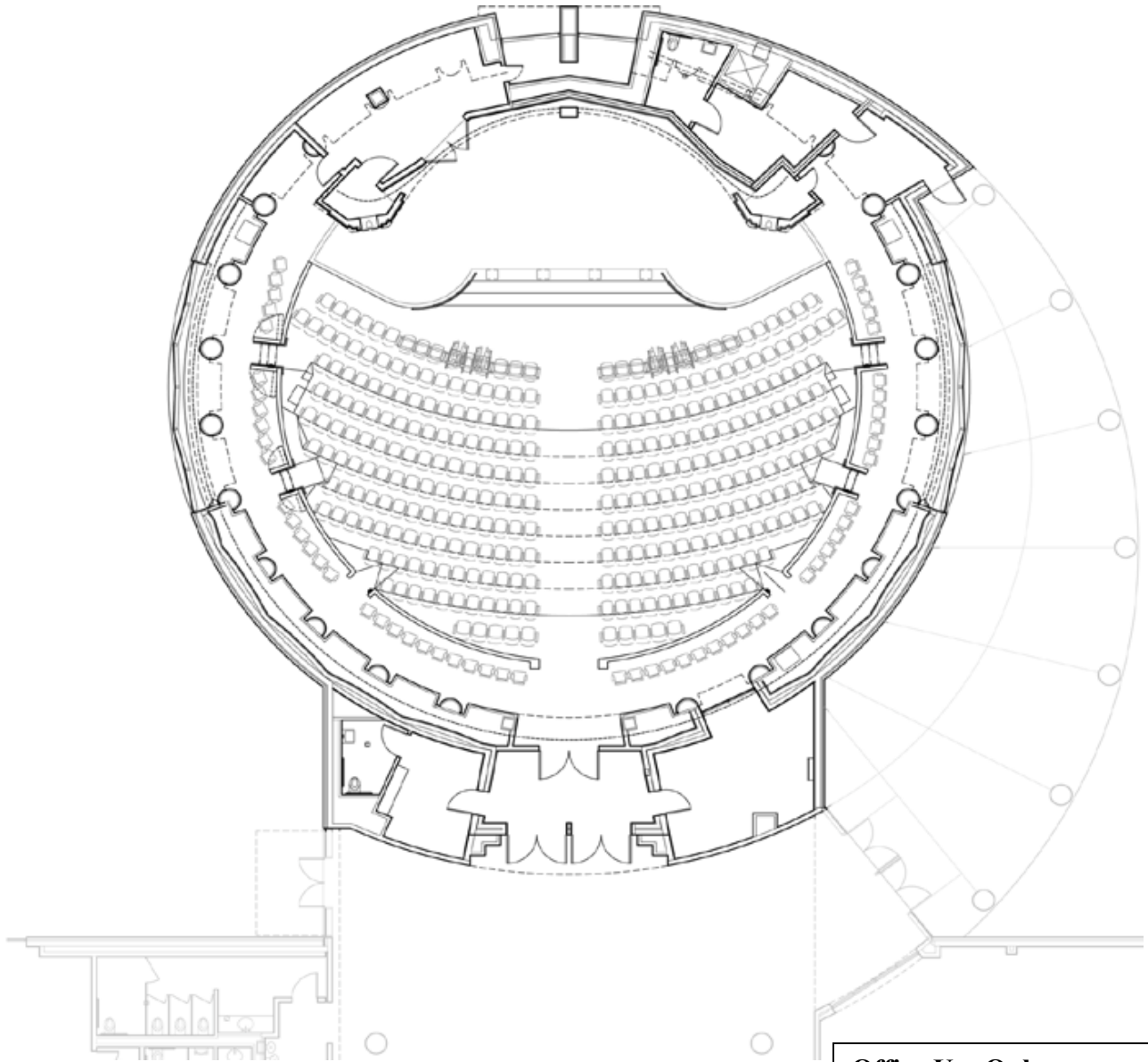
To cancel or change a reservation, Submit the "[Change/Cancel Event Form](#)," found on the Astra Homepage, under "External Links."

A fee may apply for Custodial Services or HCU Police coverage. For any questions or concerns about this, please contact the Office of University Events, Camps, & Conferences at 281.649.3047 or eventsintern@hc.edu.

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Please draw on the diagram below.



****This form must be received by the Office of University Events, Camps, & Conferences *at least TEN BUSINESS DAYS* prior to the event (or sooner), otherwise we may be unable to honor your request.** You can email the form to eventsintern@hc.edu or deliver it to the Office of University Events, Camps, & Conferences in the Morris Cultural Arts Center #183, open Monday-Friday 8 a.m.-6 p.m. or via phone at 281.649.3047.

Office Use Only: