

MIDAMERICA
NAZARENE UNIVERSITY

2030 E College Way
Olathe, KS 66062
(913) 782-3750



**BELL CULTURAL
EVENTS CENTER**
of MidAmerica Nazarene University

Bell Cultural Events Center

Event Scheduling Request Form

Event Name: _____

Event Description: _____

Dates: _____

Time In: _____ Time Out: _____

Anticipated Attendance: _____

Note: Please see Room Detail for multiple IN and OUT times. If expecting more than 450 persons in attendance, please contact BC Facility Management about ticketing your event.

Room(s):

McIntire Recital Hall

Mabee Performing Arts Hall

Jones Instrumental Music Hall

Gilmore Hospitality Room

Snowbarger Fine Arts Classroom

Grand Lobby

Circle each room needed then fill out a form for needs in each room

Note: Specific rooms being requested may or may not be the rooms assigned depending on availability and other activities that may be taking place in the Bell Center.

Person Requesting: _____

Address (off campus request): _____

Phone: _____

eMail: _____

Department Requesting (on campus): _____

Please send this completed form to:

Karen Phillips
Bell Cultural Events Center
(913) 971-3448
kphillips@mnu.edu

MidAmerica Nazarene University
2030 E College Way
Olathe, KS 66062

NOTES:

Requests will be processed and approved based on availability of facility rooms. Approval will be given by

1. Dean's office for all academic related activities
2. Theater and Music Departments for use of practice rooms, labs, Black Box, Green Room, set construction, etc. and
3. Bell Center Coordinator for non-academic and community events.

Be sure to schedule rehearsal and event rooms allowing for sufficient set-up and strike time.

Mainstage events may need to have full day scheduled hours and should be planned for appropriately.

Room Detail

Note: Please provide the following information for EACH room you have requested on the front pages.

Room Name: _____

Date(s) of Use: _____

Note: Remember to include load-in and strike times in the following information whether for performance or rehearsal.

Time In _____ Time Out _____

Time In _____ Time Out _____

Time In _____ Time Out _____

Nature of event: ____ Lecture; ____ Conference; ____ Worship Service; ____ Musical Performance
____ Theatrical Performance

Tables/Chairs:

Needed (specify number needed including tables for serving food)

_____ 6 ft tables

_____ 8 ft tables

_____ Desk tables

_____ Round tables

with _____ chairs at each table

and/or _____ extra seating chairs

Seating should be set up as:

_____ Classroom (tables/chairs)

_____ Lecture (chairs only)

_____ Meeting (tables in square with chairs)

_____ Other (explain) _____

Visual:

_____ A DVD will be played: ____ yes, it needs sound support; ____ no sound needed

_____ There will be a PowerPoint presentation

_____ operated personally from my speaking location

_____ operated from separate location (ex., control booth)

_____ We would like to use the Plasma Screen(s) (only in Grand Lobby and Gilmore Room)

Sound: Note-- 2 wireless handheld mics and 4 wireless lapel/headset mics; 6 wired microphones are available for use in Performing Arts Hall.

CDs, DVDs and/or Power Point presentations will need to be provided by the presenter and brought early to the Performing Arts Hall to be sure format works with equipment.

_____ I will be playing a CD

_____ during the event

_____ at walk-in _____ at walk-out

_____ I will need sound for my PowerPoint presentation.

_____ Wireless microphones are needed

_____lapel

_____headset

_____handheld

_____ Stand microphone needed at lectern for speaker.

_____ There will be a band (please give specific instrument detail)

_____ There will be vocalists (please give specific details)

Equipment:

_____ Piano (please specify) _____

_____ Lectern/podium

_____ Platform chairs (specific set-up)

_____ Other (please specify) _____

Lighting: For the Performing Arts Hall, much of the above information will indicate what kind of lighting support your event will need, but if you have specific requests, please list them below. If you need lighting design assistance, please contact us at the Bell Center Facility Management offices as soon as possible.

Other:

We would like to have our event recorded on _____ Audio CD; _____ Video DVD

Additional Notes: _____

Note: For catering needs please contact Donna Brunton directly. With appropriate and complete instructions, Facility Services will be responsible for set-ups whenever possible. Please leave any room used in the condition in which you found it to the best of your ability.