

## Chapel Requests

Please email to completed form to [chapelmedia@northwestu.edu](mailto:chapelmedia@northwestu.edu)

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### Event Contact Information

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

Contact person: \_\_\_\_\_ Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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### Event Details

Event date: \_\_\_\_\_ Event set-up start time: \_\_\_\_\_

Event start time: \_\_\_\_\_ Event end time: \_\_\_\_\_

Expected number of attendees: \_\_\_\_\_ Food?  Yes  No

Event description:

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### Event Needs

Describe Audio needs:

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Describe Lighting needs:

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Describe Video/presentation needs:

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Describe special room setup:

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### Chapel Policy

*The Chapel Auditorium is the heart of the Northwest University campus. It seats 450 guests and is a regular gathering location for our students and guests alike. The Chapel creates an intimate atmosphere regardless of the audience size and is the perfect location for conferences, musical performances, recitals, lectures, trainings and large-scale business meetings. The auditorium is fully equipped with audio visual technology along with custom sound and lighting to meet your event needs. However, each event will **need to be approved by the Director of Media Services based on the information attached**. Additional fees may be charged for technicians – including stage manager, front of house (sound), lighting and presentation video with a minimum of one tech per event depending on size of event.*