



Equipment and Building Setup Form - All Programs

Ocean Park Association

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General Information

Program Name _____

Contact Name (Host) _____ Phone _____

Speaker Name _____

Honorarium Payee *(if differs from speaker)* _____

Phone _____ Email _____

Address _____

Building _____ Room _____

Event Date _____

Event Time: Start _____ End _____

Bad Weather Location _____

Equipment Needed (check all that apply and add any notes)

Microphone _____

Podium _____

Projector _____

Screen _____

Laptop _____

Connection *(specify PC or Mac)* _____

Television _____

Other _____

Description and/or Diagram and Additional Information

Please show or explain how you would like the space to be set up, location of above items, etc.