



# CHAPEL COORDINATION REQUEST FORM

DALLAS THEOLOGICAL SEMINARY • CHAPLAIN'S OFFICE • 3909 SWISS AVENUE • DALLAS, TEXAS 75204 • 214.887.5363 • chapel@dts.edu

## 1. Chaplain's Office review and initial approval

Chapel title: \_\_\_\_\_

Chapel date: \_\_\_\_\_ (T) (W) (Th) (F)      Number of stage participants: \_\_\_\_\_

Chapel coordinator name(s): \_\_\_\_\_

Phone number: \_\_\_\_\_      Email: \_\_\_\_\_

Description of Chapel service: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Order of service: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Powerpoint slides and other media *(must be approved by the Chaplain's Office before being used in the chapel service.)*

Do you have Powerpoint slides?    **Yes**    **No**    If yes, email PPT file to both: *mediaservices@dts.edu* and *chapel@dts.edu*

Will you be showing a video or using other media?    **Yes**    **No**

Title or description of media: \_\_\_\_\_

Signature of initial approval	Date
-------------------------------	------

## 2. Media Services' review and approval

Audio/visual equipment and services requested. A podium microphone is the default A/V setup for chapel.

\_\_\_\_\_

\_\_\_\_\_

Media Services signature of approval \_\_\_\_\_ Date \_\_\_\_\_

## 3. Event Services' review and initial approval

Stage setup: *(include a copy of Lamb Auditorium diagram)*

- large wooden podium (default for chapel stage)
- stick lectern
- music stand
- chairs for # \_\_\_\_\_ people on stage
- risers needed: \_\_\_\_\_ (each section is 4'x8'. Limit of two sections)
- other: \_\_\_\_\_

Event Services signature of approval \_\_\_\_\_ Date \_\_\_\_\_

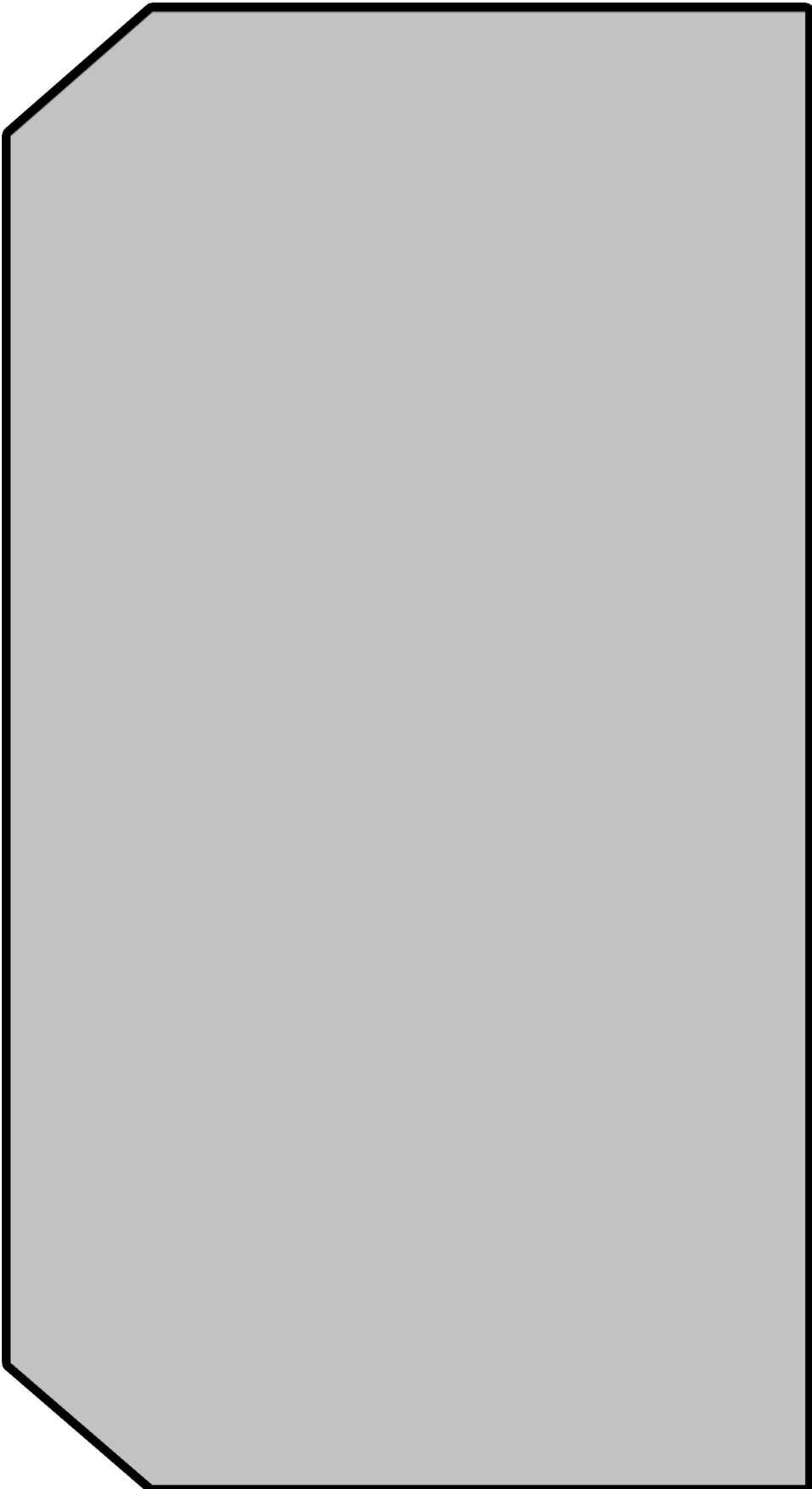
## 4. Chaplain's Office final approval

Signature of final approval	Date
-----------------------------	------

# LAMB AUDITORIUM STAGE DIAGRAM

Chapel title: \_\_\_\_\_ Chapel date: \_\_\_\_\_

Chapel coordinator: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_



**audience**

