



AUAB BPC/CC Theater Reservation Request



NOTE - Please complete this form carefully and thoroughly. The more accurate information that you provide regarding your requirements, the smoother your event execution will be. EFSS Staff will be present at the **Setup Time** indicated below to open theater and provide set up of audio/visual equipment.

Requestor

Alternate POC

Name (Rank Last, First):

Name (Rank Last, First):

Unit/Organization:

Unit/Organization:

Email Address:

Email Address:

DSN:

DSN:

Mobile:

Mobile:

Event Details

Theater Requested: BPC Mall Theater	Setup Time:
Date(s) of Event:	Event Start Time:
Description of Event <small>EG: Change of command ceremony. We will need microphones and audio played from a laptop.</small> (Note: Enter any additional requests here):	Clean Up/Departure Time:
	Approximate Headcount:

Technical Requirements

Microphones: 0	USAF NIPR Computer: Not Required
Lapel Mic: Not Required	Projector: Not Required
Personal Laptop Connection: Not Required	
If YES, please describe laptop model and available connection ports, as well as intended functionality (PPT, video, audio, etc). Laptops must have reliable HDMI connectivity and audio input/output if audio is required.	

Reservation Guidelines

Initial All reservations must be submitted **at least 7 days** in advance to the Theater Coordinator at cc.theater@us.af.mil, or else will be accepted only at Theater Coordinator discretion. Any inaccurate or missing requirements on this form are **not** guaranteed to be supported.

Initial Abandoned items will be handled IAW *AUABI 31-206 Lost, Abandoned, and Unclaimed Property*.

Initial The requesting member retains all responsibility for clean-up of the area following the event, ensuring that all trash is removed from the facility.

Initial Event organizers/attendees will not adjust audio/visual equipment without EFSS/V2X staff members present.

Requestor Signature