



## RESERVATION FORM: INSTALLATION TRAINING

EMAIL COMPLETED REQUEST TO [MiramarTheaterTraining@usmc-mccs.org](mailto:MiramarTheaterTraining@usmc-mccs.org)

PME hours 0700-1600, requests outside this time frame must be approved by the Semper Fit Director.

|                       |  |                             |  |
|-----------------------|--|-----------------------------|--|
| COMMAND:              |  | TRAINING/EVENT NAME:        |  |
| UNIT:                 |  | NUMBER OF ATTENDEES:        |  |
| MAIN ONSITE POC NAME: |  | ALTERNATE POC NAME:         |  |
| POC UNIT PHONE #:     |  | ALTERNATE POC UNIT PHONE #: |  |
| POC CELL PHONE #:     |  | ALTERNATE POC CELL PHONE#:  |  |
| POC EMAIL:            |  | ALTERNATE POC EMAIL:        |  |

### RESERVATION DETAILS

| WEEK DAY: | DATE: | SET-UP TIME | START TIME | LUNCH/BREAK DURATION<br>START-END TIME | END TIME |
|-----------|-------|-------------|------------|--|----------|
| MONDAY    |       |             |            |  |          |
| TUESDAY   |       |             |            |  |          |
| WEDNESDAY |       |             |            |  |          |
| THURSDAY  |       |             |            |  |          |
| FRIDAY    |       |             |            |  |          |

**Recommend unit bring their own laptop and compatible HDMI cable for presentations.**  
 \* A standalone computer is available using Windows 10. There is no Wi-Fi. DVD, flash drive and hard drive can be connected to standalone computer and used for PowerPoint presentations projected onto the theater screen.

### EQUIPMENT REQUEST:

| PLEASE CHECK BOX BELOW:                              |     |    |   |
|--|-----|----|---|
| MICROPHONE: (TOTAL NUMBER REQUESTING)                | 1   | 2  | 3 |
| PLEASE CHECK ALL THAT APPLY:                         | YES | NO |   |
| PODIUM WITH ATTACHED MICROPHONE                      |     |    |   |
| STAGE LIGHTS / SPOTLIGHT                             |     |    |   |
| RED CURTAIN CLOSED                                   |     |    |   |
| RED CURTAIN OPEN WITH AMERICAN FLAG AS BACKDROP      |     |    |   |
| SCREEN DOWN FOR VIDEO AND/OR POWERPOINT PRESENTATION |     |    |   |

|   |                           |              |
|---|---------------------------|--------------|
| <b>I REQUEST THE ABOVE DATE AND TIME TO RESERVE THE BOB HOPE THEATER:</b> | <b>DIGITAL SIGNATURE:</b> | <b>DATE:</b> |
|---|---------------------------|--------------|

| OFFICE USE ONLY:         |     |    |           |       |
|--------------------------|-----|----|-----------|-------|
| CONFIRMED AND SCHEDULED: | YES | NO | MCCS REP: | DATE: |
|                          |     |    |           |       |