

Requests are to be submitted to the church office by Monday, a minimum of two weeks prior to the event.

For Office Use Only:

Copy to:	Jerry	Joey	Roger
	Shirley	Kay	Bre
	Marlene	Bill	Tammy
	Lillian		

CALENDAR EVENT SCHEDULING REQUEST FORM

Event:

Day & Date:

Start Time:

End Time:

Set-up Time:

Clean-up:

Name of Requester:

Daytime Telephone #:

Bulletin Announcement desired: Yes No

Dates to run:

(A typed copy of the announcement must be attached or provided on Monday, two weeks prior to its publication date in the bulletin. Power Point announcements/presentations should be provided on Monday, two weeks prior to Sunday viewing.)

Opportunities for the Week Only (No bulletin announcement) Yes No

Display table at Events Center in Foyer : Yes No **Dates:**

Website Announcement-Listed in upcoming ministry events on home page: Yes No

Event Requirements:

- How many people are expected to attend?
- Is childcare being provided and has it been coordinated with the Preschool Director? Yes No
If Yes, what ages are to be covered? Preschool Director's signature: _____

Preschool Director's signature and Guidelines to be obtained prior to turning in to office for event approval.

- Will the kitchen be used? Yes No If yes, explain

Paper Products only:

- Is any of the following equipment needed? (Special set-up requirement sheet attached.)

Table Yes No (state number needed)

Chairs Yes No (state number needed)

Sound System, Sound Operator, PowerPoint operator, tape player or CD player Yes No

TV/VCR or DVD player Yes No

Chalkboard or Flip Chart Yes No

Overhead Projector Yes No

Other, please explain:

- Facilities Requested: 1st Choice 2nd Choice

- Bus Requested Yes No For Office Use: Approved CDL Driver: _____

Event Approved: _____ Date: _____

Not approved for the following reason/s: _____

Facilities Assigned: _____

Special Setup/Cleanup needed: _____

Special Instructions to Requestor: _____

Staff: _____ B & G Supervisor: _____

Requester contacted after event reviewed: _____

Entered on Calendar: _____

Entered on Web Calendar: _____