

Event Scheduling Form

Today's Date: _____

You will be contacted the Monday *after* you turn in this form regarding approval of your event.
Certain fees may be required for *non-church* events. Please refer to our Fee Policy for more info.

Ministerial Contact: _____

Church Event? yes no

Person in Charge: _____

Phone: _____

Email: _____

Event Type:

Name of Event: _____

Church and Community

Event Date: _____

Children

Day of Week: _____

Committee Meeting

Beginning Time: _____

Mission

Ending Time: _____

Young Adult

Door Opening Time: _____

Youth

Door Closing Time: _____

Wedding

Number Expected: _____

Location Requested: _____

If off campus, where: _____

Rehearsal? yes no

Date/Time: _____

Audio Visual Equipment:

Personnel Needs:

White Board

Childcare* yes no

Sound Technician** yes no

Laptop

Number of Children: _____

Interpreter for Deaf yes no

Projector

DVD/TV

Screen

*Childcare is provided for children **3 years or younger** unless approved by Children's Minister. Childcare will **not** be provided after **9 pm**.

There will be a fee for **non-church events requiring a sound technician.

Van Request: 2016 Van

Cargo Van

Food Service: Attach a Food Service Request Form

Driver Name: _____

Special Instructions: Room setup and sound needs

(must be listed on insurance)

FOR OFFICE USE ONLY

Communication Plan (fill in date to be published)

Life of the Church _____

Press Release _____

Approved

First Notes _____

Website _____

Not Approved

Poster _____

Events _____

Church _____

Facebook _____

Rotator _____

Google _____

Twitter _____

Stand Alone Page _____

Website _____

Program _____

Communication _____