

# EVENT FORM

Is your event date scheduled on the Church Calendar?

**EVENT** \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_

Time: \_\_\_\_\_ a.m. -- \_\_\_\_\_ a.m.  
 \_\_\_\_\_ p.m. -- \_\_\_\_\_ p.m.

Event Director: \_\_\_\_\_

Phone: (\_\_\_\_) - \_\_\_\_ - \_\_\_\_\_

<b>B U I L D I N G</b>	Sanctuary	Fellowship Hall
	Gym	Kitchen
	Classroom	Nursery
	_____	_____

Speaker/Teacher: \_\_\_\_\_

Materials: \_\_\_\_\_

When will you set up for the event?

Date \_\_\_/\_\_\_/\_\_\_ Time: \_\_\_\_\_ a.m.  
 \_\_\_\_\_ p.m.

<b>S O U N D  R O O M</b>	Lighting
	PowerPoint Projection
	Video Projection
	Microphone (# Needed) _____
	CD Player                  Tape Player
	Instruments (please list)

Do you have a clean-up crew?    Yes    No  
 Name of person/persons cleaning up: \_\_\_\_\_

Do you have keys and security code for the building?    Yes    No

Cost of attendance: \_\_\_\_\_

Funds Needed for event: \_\_\_\_\_

Budgeted:    Yes                  No

<b>M U S I C</b>	Pianist	Organist	Soloist
	Praise Team	Choir	

## OUTSIDE EVENTS

Reservations  
 \_\_\_\_\_  
 \_\_\_\_\_

Tickets  
 \_\_\_\_\_  
 \_\_\_\_\_

<b>O F F I C E</b>	Bulletin Insert	Sign-Up Sheet
	Post Card	Poster
	Newspaper Add	

Deposits  
 \_\_\_\_\_  
 \_\_\_\_\_

<b>K I T C H E N</b>	Paper Plates	Plastic Ware
	Table Covering	Ice Machine
	Decorations	Church Hostess

Transportation  
 \_\_\_\_\_  
 \_\_\_\_\_

Registration  
 \_\_\_\_\_  
 \_\_\_\_\_

*Please see other side.*

