purple form

FOR SCHEDULING EVENTS including Facilities, Equipment, Vehicles AND Announcements

- Return this request to the Church Office.
- Do not assume availability of facilities, equipment or vehicles until approval is granted.
  (If you have not received word of approval in 1 week, contact the office.)

COMPLETE THE FIRST SECTION & ALL OTHERS WHICH APPLY:	Date of Event	Today's Date
Event Title		
# of participants expected	Need to borrow an entrance KEY from the office? YES NO	
Is this event connected to a church ministry group? If yes, what group?		
Event Start Time	Contact Person(s)	
Event End Time		
Setup Date	Phone	
Setup Time	Email	
Clean Up Time	Other	

FACILITIES REQUEST	COMMUNITY LIFE CENTER	CHILDREN'S AREA C120-C149	EDUCATION AREA E150-E253
❍ Worship Center/Foyer	❍ Activity Center	❍ Nursery(s) HOW MANY? _____	❍ First Floor Classroom(s) HOW MANY? ____
❍ NEED SOUND TECH	❍ Banquet Center	❍ Classroom(s) HOW MANY? ____	❍ Second Floor Classroom(s) HOW MANY? ____
	❍ Stage Area	❍ Kitchen	❍ Second Floor Kitchen
❍ Library	❍ Kitchen (TRAINED KITCHEN SUPERVISOR REQUIRED)	❍ C130-131 (FELLOWSHIP HALL)	
❍ Conference Room			
Other			

EQUIPMENT REQUEST		TABLES/CHAIRS YOU ARE RESPONSIBLE TO MOVE, SET-UP & RETURN ALL TABLES
❍ TV	❍ White Board	
❍ DVD	❍ Chalk Board	❍ 8′ OBLONG (SEAT 8-10) HOW MANY? _____ 20 AVAIL
❍ VCR	❍ Easel	❍ 5′ ROUND (SEAT 8) HOW MANY? _____ 44 AVAIL
❍ LCD Projector	❍ Coffee Pots (100 SERVINGS)	❍ 2′ x 4′ OBLONG HOW MANY? _____ 4 AVAIL
❍ PA System in C130-C131	❍ Popcorn Machine	❍ Tablecloths for 5′ tables (SEE OFFICE ABOUT LAUNDRY)
Other		

VEHICLES REQUEST	Driver(s)		
❍ Bus (32 ADULTS or 49 CHILDREN)	❍ Van (15 PASSENGERS)	# of Passengers	
❍ Minibus (14 ADULTS or 22 CHILDREN)	❍ Van (15 PASSENGERS)	Depart Date	Depart Time
❍ Minivan (7 PASSENGERS)	❍ Cargo Van	Destination	
Other	❍ 5′ x 8′ Trailer	Return Date	Return Time

ANNOUNCEMENTS	ANNOUNCEMENT COPY:
DEADLINE: 10 am Wednesday	
❍ Worship Folder	
❍ SS/ABF	
❍ Pre-Service Video	ANNOUNCEMENT RUNTIME DATES: WEEK 1 WEEK 2 WEEK 3

FOR OFFICE USE ONLY				Cancelled	Denied
Pending	Approved	Confirmed/ACS	Confirmed/Contact		