

Today's date _____

FIRST CHURCH EVENT FORM

PLEASE NOTE: This event is not on the calendar until all paperwork is in and it goes thru the request process - this takes approximately 1 week from the date listed above. **NO EXCEPTIONS.** Do not publicize your event until you have received a written confirmation from the office.

1) Name of Event: _____ Requested day/date of Event: _____

Where are you planning to hold this event? Please be specific as to which campus, rooms, grounds etc.. you are requesting: _____

2) Committee Responsible _____ subcommittee _____

Person responsible: This is the contact person (s) during the event and the phone we will use in case of emergency (**please note– this person is in attendance during and after event**):

Name: _____ Name _____

email: _____ Email _____

Phone: () _____ Phone: () _____

Time of EVENT: from _____ am/pm to _____ am/pm

Time your group will be in to **set up** : _____ am/pm when you will be done with **clean-up** _____ am/pm.

Please note: All church groups are responsible for securing their own volunteers for set-up and clean-up.

3) Will you be needing any church supplies? If yes, please list (use a separate sheet if needed)

Will your group be *purchasing* supplies?

___yes. If yes, how is your group planning to pay for supplies?

(please note: there are tax exempt forms available in the office).

___no, it will all be donated. Does this include Paper products or do you need to request plates, napkins etc..?

Are you planning on having the church reimburse a company or church member? If yes, please make arrangements **PRIOR to Ordering.** (please note: there are tax exempt forms available in the office)

4) Do you have keys and codes within your group? ___ yes ___ no – if NO, who will be contacting to the office _____ email: _____ or phone _____
(please note: keys are not available until the week of the event)

5) Are you planning on using A/V equipment? If yes, what do you need?

Do you have anyone on your committee who has been trained on the EASY System?

___ Yes, Name of person: _____

When were they trained? _____ and at which location ___ Brady Hall ___ West Campus ?

___ No, we will need to have someone trained (Please make arrangements with the office).

___ Not Applicable (won't be using the EASY System)

If you need more than the Easy System, a tech will have to be scheduled. For Church functions, our Techs VOLUNTEER their time, so it may take awhile to find someone. Contact information is available thru the office. *It is your responsibility to make arrangements.*

6) **ANY Advertising** your event MUST go thru the Media Coordinator in the office. *You are responsible for making those arrangements.*

7) *Is there anything about your event you feel the office and staff need to know about? Please list here:*

For office use: