

Today's Date _____

Please complete both sides of this form.

EVENT SCHEDULING WORKSHEET

PLEASE NOTE: No event will be placed on calendar until forms have been submitted and approved at staff meeting.

Event title or theme: _____

Group or ministry sponsoring event: _____

Location of event: _____

Beginning Date: _____	Day : _____	Time: Beginning: _____	AM PM	
Frequency of event: (Circle) One time only, Daily, Weekly, Monthly, Miscellaneous dates on attached list.			Ending: _____	AM PM
Ending Date: _____		Exceptions: _____		
Actual Event Time: Begins _____		Ends _____		

Key Contact Person: _____ Phone: _____

Alternate Contact Person: _____ Phone: _____

Building Use Fee

A \$25 building use fee will be charged for all approved non-church functions, payable in advance to First Baptist Church. Paid _____ Ck # _____ Date _____

Nursery Requirements:	
Range of ages: From _____	To _____
Number of children expected: _____	
Number of workers needed: _____	
Time: From _____	To _____

Finances:
_____ Budget item/event
_____ No finances needed
_____ Finances to be obtained by:

Food Service Needed: To be picked up on _____ at _____ by _____
Date Time Name

ITEM	QTY	ITEM	QTY

Paper Goods Needed:

ITEM	QTY	ITEM	QTY
Plates (9" or 6")		Napkins (Dinner, Cocktail)	
Bowls (12 oz.)		Table Covers	
Forks		Paper Towels	
Spoons		Trash Bags	
Knives		Other	
Cups (12, 8, 6 oz.)		Other	

FOOD SERVICE CHARGES: Dept. _____ Acct. # _____ Amt: _____

Facilities Needed:

_____ Worship Center

_____ Gym

_____ Nursery

_____ Classrooms (Specify room number)

_____ Sycamore House

_____ Student Center

_____ Stone House

_____ Other

Are Custodians needed? _____ If yes, building needs to be unlocked at what time? _____
Need to check out key? YES NO

TRANSPORTATION NEEDS

Do you need for the office to reserve transportation? _____ # of Vans _____ # of buses _____

Date & time to be picked up _____

Date & time to be returned _____

Driver's Name _____ Birth date _____ License # _____

Special instructions or equipment needed: _____

Please show your desired room setup. Show tables, chairs, etc.

Please Note: If you would like to publicize your event in the newsletter, please submit a note to the church office by the 20th of the month preceding your event. For publication in the bulletin, submit a note to the church office by Wednesday before the Sunday that the notice will be printed. Mailouts (flyers, letters, postcards) should be submitted to the church office one week prior to mail date.

OFFICE USE ONLY

_____ Staff Approval _____ Entered on calendar _____ Contact person notified

COPIES: Orig. Log Book _____ Blue Food Service _____
Pink Maintenance _____ Yellow Child Care _____