

Please complete the form in its entirety for consideration of all church activities, events, facility uses, bulletin blurbs and equipment needs.

What is your *event(s)? _____

Contact Person _____ Phone(s) _____

Email Address _____ Is this request for a **Bulletin BLURB ONLY?** Y N

(If yes, complete back page of form)

DATE OF FIRST EVENT _____ Ending Date _____ Additional Date(s) _____ **Event Time** _____ to _____

DATE OF SECONDARY EVENT _____ **OTHER EVENT DATES** _____ **Event Time** _____ to _____

IS THIS AN ONGOING EVENT? (Y/N) _____ **REPEATS EVERY:** _____

CIRCLE All days of the week that apply to this event: M T W TH F S SUN

BUILDING USE TIMES

Arrive: _____ Leave: _____

Facility Needed: (circle all that apply) Off Campus Event _____ Where? _____

Main Building: Sanctuary, Fellowship Hall, Kitchen, Corner Classroom, Children's Classroom, Prayer Room, Other.

Youth Campus WEST: Great Room, Bible Study Room, Home School Room, Lunch Room/Kitchen, Worship Stage

Youth Campus EAST: Classroom 1 (westside), Classroom 2 (eastside), Classroom 3 (southside), Play Area, Outdoor Area,

Who is doing what? (teaching, facilitating, worship, decoration, clean-up, opening & closing)

Area of Ministry (circle all that apply)

Children's Ministry . Evangelism . Family Ministry . Marriage Ministry . Men's Ministry

Home School . Calvary Academy . Women's Ministry . Missions . Music Ministry . Youth Ministry

Do you need Heat or Air on? _____

Note: A/C is NOT available in sanctuary or fellowship hall

Building Keys

Main Building _____

Youth Campus _____

Kitchen Equipment

Coffee Machine _____ Dishes _____

Popcorn Machine _____ Dishwasher _____

Espresso Machine _____ Coolers _____ (sm/lg?)

Soup Pots(2) _____ Ice _____

Crock Pots (2) _____ Paper Products _____

Stove Top _____ Bun Warmer _____

Roasters (4) _____ Water Jugs (2) _____

Chafers (2) _____ Water Dispenser (2) _____

Oven (2) _____ Elect. Skillet (2) _____

Air Pots (4) _____ Other _____

Other:

White Board _____ Cash Bag _____

Large Mirror _____ Office supplies _____

NOTE *Celebration Events are subject to relocation in case of: Community Emergencies, Memorial Services, or Other.

Tables/Chairs (Main Building)

54" Round Tables _____ (13)

6' Plastic Rectangle _____ (9)

4' Small Entry Table _____ (2)

Folding Chairs _____ (100)

Table Cloths? Y / N

Off White / Beige / Black

Rectangle / Round

Tables/Chairs (Youth Campus)

6' Plastic Rectangle _____ (22)

6' Wood Rectangle _____ (11)

54" Round Table _____ (7)

4' Small Entry Table _____ (1)

Narrow Rectangle _____ (8)

Wood Chairs _____ (20)

Plastic Chairs _____ (60)

Folding Chairs _____ (100)

Sound System/Video

(circle Sanctuary/Fellowship Hall/Youth Campus/Corner Classroom)

_____ Sound System S FH YC

_____ Projector/Video S FH YC

_____ Audio Recording S FH

_____ Play DVD and/or _____ Watch TV FH YC CC

Person assigned

Sound System _____

Projector/Video _____

Security _____

Parking Attendant _____

NO Parking Sign out @ Pet Mart _____

See Reverse:
Vehicals
BBQ & Games

Request to borrow equipment:

Vehicles (Van/Trailer)

(check designated **sign-out book** for availability)

Van 2___ (dirty trips) Van 3___ (clean trips)

Small Trailer ___ Large Trailer ___

BBQ- Large Gas BBQ & Trailer ___ (rcf only)

Small Gas ___ Medium Charcoal ___

Games/Play Equipment

Lg. Bounce House/2 Blowers___

Sm. Bounce House/1 Blower & Balls___

Lg Volleyball Set w/Balls & Wheel Stands___ Bean Bag Toss___

Play Parachutes- Lg. for 20___ Sm for 8___ Bow & Arrows Set___

Bucket of Softballs___ Footballs___ Kickballs___

Bsktball Net w/ 3 Balls___ Stickball w/ 4 bats & balls___

Badmitten Set w/ 4 Rckts & Birdies___ Paintball Guns___

Disc Golf Set w/ 12 disc & Bag___ Ladderball Kit___

Slam Disc. Set w/ 2 barrels & 4 disc. ___

Write the Date (s) you would you like this announcement (blurb) to appear in the Sunday bulletin (s):

_____ | I would like event announced _____ weeks before start.

Please write how you would like the paragraph to read. Please include the details/facts dates, times, place etc.

MEDIA:

Do you need MEDIA? _____ Date required _____

(Circle all media that is required)

11 x 17 Poster || 8.5 x 5.5 Event CARD (2 sided) || 4 x 2.5 Tract || RCF Website || Facebook || Video Announcement

Theme of event for flyer _____ Who will create it for you? _____

Do you need a sign up sheet? _____ Start Date _____ End Date _____ (name) (name)

Please circle the information you would like on the sign up sheet.

Name Address Phone E-mail Address Paid Check # Class #1 _____ Class #2 _____

Other _____ Other _____ Other _____ Other _____

Initial for approval/date copied:

James _____ John _____

Lynn _____ Dale _____

Deb _____

Karla _____ Brandon _____
(Video) (Sound - Announce)

Other _____

Event calendar checked _____

Note any conflict with initial _____

Circled names indicate copies out for file

Questions or comments regarding this event:

Person(s) responsible for overseeing event

Pastor/Elder/Deacon/Staff/Other