

# Building / Room Request & Set-up Form

If you are planning a special service or special event, please request a Special Service / Event form from the church office.

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

Event: \_\_\_\_\_ Ministry: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_ AM / PM to \_\_\_\_\_ AM / PM

Weekly Event:  Yes  No Starting Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

Building Requested:  Main Building Bldg. A  Ministry Center (new) Bldg. B  The House Bldg. C  Woodrow House

Room(s) to be reserved: \_\_\_\_\_ Set-up needed by (time): \_\_\_\_\_

Outside Location (including address): \_\_\_\_\_

Staff Coordinator: \_\_\_\_\_ (overseeing pastor / staff member)

Lay Person Coordinator: \_\_\_\_\_ Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Other important info: \_\_\_\_\_

Would you like this event published in the bulletin?  Yes  No First Family News?  Yes  No

Items listed in First Family News will automatically appear on our church website.

If yes, you must furnish all pertinent details and information to the church Publications Director in a timely manner.

First Family News information: due the 10<sup>th</sup> of the month. Bulletin information: due the Tuesday prior to activity.

## ADDITIONAL EVENT INFORMATION:

Event Cost: \_\_\_\_\_ per person

Childcare Needed: Yes No Ages: \_\_\_\_\_

If yes, you will need to arrange this through our Early Childhood Director.

Coffee Requested:  Yes  No

## EQUIPMENT NEEDED:

Portable Sound System  TV / VCR  Standing Podium  Digital Projector  
 Cassette / CD Player  TV / DVD  Chalk Board  Slide Projector  
 Sound System in Gym  TV / DVD/VCR  Freestanding Screen  Overhead Projector  
 Stage in Gym  DVD Player  White Board  Stool (# \_\_\_\_\_)

Microphones:  Standing  Lapel  Hand-held

Other \_\_\_\_\_

**TRANSPORTATION NEEDED:** You will need to pick up an additional form to fill out for van usage.

Vans (15 passenger) How many: \_\_\_\_\_  School Bus  White Cargo Trailer  
 Black Cargo Trailer

Who will be driving? \_\_\_\_\_

All driver's must have a valid ODL with no moving violations for the past 3 years on file in the church office.

A copy of their license is required, (front and back). Please turn copies into church office **one week prior to event.**

*Please turn over for room set-up design*