

# Central Baptist Church Event Form

Event Date \_\_\_/\_\_\_/\_\_\_ Day (circle one): (S, M, T, W, Th, F, S)

Event/Activity \_\_\_\_\_

Location for Event: \_\_\_\_\_ Emergency Ph. # during event: \_\_\_\_\_

Event Contact Person: Home phone \_\_\_\_\_, E-mail address: \_\_\_\_\_

Ministry/Department hosting the event: \_\_\_\_\_

Today's Date \_\_\_\_\_ Estimated Number Attendance \_\_\_\_\_

Time Event Begins \_\_\_\_\_ Time Event Ends \_\_\_\_\_

Time to begin Setup \_\_\_\_\_ Clean-Up Time \_\_\_\_\_

Person(s) responsible for clean-up \_\_\_\_\_

Is this a recurring event (i.e. every Tues. from 2/1 to 5/29, 1<sup>st</sup> & 3<sup>rd</sup> Friday.)? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please specify: \_\_\_\_\_

Exceptions to pattern (holidays) specify calendar dates: \_\_\_\_\_

What room(s) will you be using? \_\_\_\_\_

## How do you want the church office to advertise the event?

Newsletter (2<sup>nd</sup> & last Tues. of month)

Sunday 2<sup>nd</sup> Service Power Point

Other \_\_\_\_\_

Sunday Bulletins. Date(s) \_\_\_\_\_

Mail-out Date \_\_\_\_\_

Person creating mail-out: \_\_\_\_\_

## Equipment needed:

TV/VCR

Video Projector

Keyboard

Podium

Extra Trash Cans

Chairs, How many? \_\_\_\_\_

Overhead Projector

CD/Cassette Player

Sound System

White Board

Tables, How many? \_\_\_\_\_

Other \_\_\_\_\_

## Will you need:

Kitchen?

Child care for how many children

Ages 0 – 2? \_\_\_\_\_ 3 – 5? \_\_\_\_\_ 5 – 7? \_\_\_\_\_ 8 – 11? \_\_\_\_\_

Church Van? Van Driver is: \_\_\_\_\_

Key Check-out Date \_\_\_\_\_ Time \_\_\_\_\_; Key Return Date \_\_\_\_\_ Time \_\_\_\_\_

Other information: \_\_\_\_\_