

**FVBC Event Form**     **New Event**     **Change to Event**     **Vehicle Use Only**

**Complete form in its entirety**, noting N/A where not applicable, and return to church office no later than 15 working days prior to event. If event is to be advertised and/or custom print documents are required, please submit a minimum of 2 months prior to event.

Date Submitted \_\_\_\_\_ Approved by \_\_\_\_\_ Date \_\_\_\_\_  
 (Approval of Deacon Board required for all non-church-related events by submission of this form accompanied by letter stating purpose of event, itinerary, & any pertinent information not covered herein.)

Event Name \_\_\_\_\_ # Attendees Expected \_\_\_\_\_

Description/Purpose \_\_\_\_\_

Sponsoring Ministry/Class \_\_\_\_\_ Event Open to (Ministry/Group/Class/Age/Gender) \_\_\_\_\_ Everyone \_\_\_\_\_

Event Contact - Name \_\_\_\_\_ Email \_\_\_\_\_ Ph# \_\_\_\_\_

Actual Event - Date \_\_\_\_\_ Time \_\_\_\_\_ until Date \_\_\_\_\_ Time \_\_\_\_\_ Recurrence (weekly/monthly) \_\_\_\_\_

Setup - Date \_\_\_\_\_ Time \_\_\_\_\_ until \_\_\_\_\_ Cleanup to be complete by \_\_\_\_\_

Space(s) to be used: Room (s) \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

Worship Ctr. \_\_\_\_\_ Chapel \_\_\_\_\_ Parlor \_\_\_\_\_ Entire Campus \_\_\_\_\_ Fellowship Hall \_\_\_\_\_ Kitchen \_\_\_\_\_ Conf. Room \_\_\_\_\_

Other area \_\_\_\_\_

**If using kitchen, the Kitchen Committee Chairperson must be notified to schedule a meeting with Food Contact shown below prior to the event for instruction on proper use of kitchen, equipment, & supplies.** Chairman \_\_\_\_\_ Ph# \_\_\_\_\_

**ADVERTISING & REGISTRATION INFORMATION**

Registration required? \_\_\_\_\_ Yes \_\_\_\_\_ No Cost to participants \$ \_\_\_\_\_ per \_\_\_\_\_ includes \_\_\_\_\_ (meal, ticket, lodging, etc.) Deposit of \$ \_\_\_\_\_ due on \_\_\_\_\_ Date final payment due \_\_\_\_\_

Advertising starting \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Website \_\_\_\_\_ Bulletin \_\_\_\_\_ Church Staff calendar only \_\_\_\_\_ Sunday Worship Announcements \_\_\_\_\_  
 (Advertising no more than 6 weeks in advance unless deposit requirements dictate otherwise.)

Print documents needed: Brochure \_\_\_\_\_ 11x17 Tabloid Stand Poster \_\_\_\_\_ 24x36 Poster \_\_\_\_\_ (Costs are charged to ministry budget)

Other (please describe) \_\_\_\_\_  
 Submit written description of print document content, format, etc. Graphics Team will coordinate with Publicity Contact named below on design and printing. Sponsoring ministry will be charged for actual costs.

Resources needed (Vans, church audio/video equipment, lap top, kitchen equipment, tables/chairs. Include layout. **Allow time before using van to get keys and credit card from church office and fill tank before departure.**)

Set-up Instructions (include table layout drawing or placement will be at custodian's discretion based on number requested)

**SECURITY SYSTEM REQUIREMENTS** Prior arrangements must be made for access to building after business hours. **Keyfob activation & temporary security alarm code required after business hours unless prior arrangements are made. DO NOT PROP DOORS OPEN! ALARM WILL SOUND & CHURCH STAFF WILL BE NOTIFIED! Do not manually lock doors as this will prohibit proper function of door locking system.**

Specify exterior doors to be used for event and times to be used (Worship, Chapel, Main Lobby, Elevator, Prayer, Dumpster, Preschool/WEECare).  
 Day \_\_\_\_\_ Door \_\_\_\_\_ from \_\_\_\_\_ until \_\_\_\_\_  
 Day \_\_\_\_\_ Door \_\_\_\_\_ from \_\_\_\_\_ until \_\_\_\_\_  
 Day \_\_\_\_\_ Door \_\_\_\_\_ from \_\_\_\_\_ until \_\_\_\_\_  
 Day \_\_\_\_\_ Door \_\_\_\_\_ from \_\_\_\_\_ until \_\_\_\_\_

<p><b>OFFICE USE</b> _____ Scan original (Save in Co Shared-Facility Usage-Pending Event Forms)</p> <p>_____ Original to Joe Monk for approval</p> <p>_____ Scan approved original (Save in Approved Event Form)</p> <p>_____ Notify contact of approval/denial</p> <p>_____ Post to Web as appropriate</p>	<p>_____ Reserve Resources as appropriate (note Sec Sys Info in comments)</p> <p>_____ Enter Special Event in JACE</p> <p>_____ Copy to Custodian as appropriate</p> <p style="text-align: right;">March 2012 Revision</p>
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