

First Southern Baptist Church Of Avondale

Event Request

Submit to Pastor's Office

Note: Everyone fill out the first eight lines. If transportation, childcare, or funds are required, please fill out the remainder. Requests are approved or denied based upon church priorities and availability of facilities. Please do not assume approval until an approved request form is returned to you.

Name of Event _____

Requested Date and Times of Event _____

Give recurring details (such as "meets on 1st Thursday of each month.") _____

Name of Person Responsible for Event _____ Phone Number _____

Date of Request _____ Estimated Number of Participants _____

How many rooms are you requesting? _____

What equipment are you requesting: Tables _____ Chairs _____ TV/DVD _____

Video Projector _____ Kitchen equipment _____ Misc. Equipment _____

What set-up and take down time do you request? _____

Does event require transportation? _____ How will this be done? _____

Does event require any church money? _____ Has a purchase order been submitted? _____

Do any funds need to be raised or reimbursed to the church? _____

If so, what is the plan? _____

Does the event include preschoolers, children, or youth? _____

If so, what is the plan to provide adequate childcare and supervision? _____

Please give additional details we may need. _____

Approval / Changes

This event has been approved with the changes or conditions noted below: _____

Changes / Conditions: _____

Room Assigned _____

Please put on general or office calendar: _____ 09/08