

# *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 1<sup>st</sup> 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? \_\_\_\_\_

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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