

OFFICE USE ONLY
Ministry Leader: _____
Senior Pastor: _____
Date: _____

FBC Event Planning Form

In an effort to provide communication regarding your upcoming event, please complete all necessary spaces and return this form to the office at least 30 days prior to your event.

Ministry Team:	Today's Date:
Contact Person:	Home Phone:
Email Address:	Cell Phone:

Title of Event:	Date:	Time:
Type of Event:	Theme	

of people expected:

Office Assistance Needed:

Request Creation of: <input type="checkbox"/> Signup Sheets <input type="checkbox"/> Posters Amt: _____ <input type="checkbox"/> Tickets Amt: _____ <input type="checkbox"/> Insert/Flyer <input type="checkbox"/> Bulletins <input type="checkbox"/> Boxes <input type="checkbox"/> Post Cards Amt: _____	<input type="checkbox"/> Post Cards Amt: _____ <input type="checkbox"/> Announcement Slide <input type="checkbox"/> PowerPoint Presentation <input type="checkbox"/> Insurance Waiver <input type="checkbox"/> Other:	Advertising: <input type="checkbox"/> Newspaper <input type="checkbox"/> Radio <input type="checkbox"/> Churches <input type="checkbox"/> Other:
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Request announcement during service on:	Other Instructions:
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Facility Needs

Areas Requested:		<input type="checkbox"/> MPR	<input type="checkbox"/> Off Campus
<input type="checkbox"/> Sanctuary	<input type="checkbox"/> Nursery	<input type="checkbox"/> Other:	
<input type="checkbox"/> Gym	<input type="checkbox"/> Classroom		
<input type="checkbox"/> Kitchen	<input type="checkbox"/> Classroom #: _____	<input type="checkbox"/> Number of Classrooms: _____	
Tables Requested:		Miscellaneous Request:	
<input type="checkbox"/> 6-Foot	Amt: _____	<input type="checkbox"/> Podium	
<input type="checkbox"/> 8-Foot	Amt: _____	<input type="checkbox"/> Tablecloths	
<input type="checkbox"/> Round	Amt: _____	<input type="checkbox"/> Dividers	
<input type="checkbox"/> Chairs	Amt: _____	<input type="checkbox"/> Ushers/Greeters (Office will contact if needed)	
Special Instructions (e.g. platform cleared, fellowship hall empty):			

Custodial Needs

<input type="checkbox"/> Set up requested Day/Time: _____	Date/Time you would like room/facility available:
<input type="checkbox"/> Take down requested Day/Time: _____	
Special Instructions:	

Prayer Needs (The Prayer Teams is here to uplift your event with prayer)

<input type="checkbox"/> Team Requested During Event	Prayer request for event:
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Culinary (You MUST Schedule an in-person consultation with staff. ALL MENUS are at the discretion of the Culinary)

Paper products requested:	Drink requested:	Cassandra Wilson email: Wilsonca61@gmail.com Calvin Shelby email: CalvinShelby35@gmail.com
<input type="checkbox"/> Plates	<input type="checkbox"/> Coffee	
<input type="checkbox"/> Cups	<input type="checkbox"/> Lemonade	
<input type="checkbox"/> # of persons in Attendance: _____	<input type="checkbox"/> Sugar/Creamer	
<input type="checkbox"/> Napkins	<input type="checkbox"/> Water	
<input type="checkbox"/> Utensils	<input type="checkbox"/> Other:	
<input type="checkbox"/> Special Instructions:		
Other supplied needed:		

Technical/Music/Audio/Video

Sanctuary: <input type="checkbox"/> Sound <input type="checkbox"/> Special Lightning <input type="checkbox"/> Microphones #:	<input type="checkbox"/> Computer <input type="checkbox"/> Podium <input type="checkbox"/> Projector <input type="checkbox"/> Piano/Organ	Other Equipment: <input type="checkbox"/> TV <input type="checkbox"/> Laptop <input type="checkbox"/> Portable Projector	<input type="checkbox"/> DVD Player <input type="checkbox"/> VHS Player <input type="checkbox"/> CD Player	<input type="checkbox"/> Screen
Other Areas: <input type="checkbox"/> Sound Equipment <input type="checkbox"/> Microphone(s) #: _____		<input type="checkbox"/> Lighting <input type="checkbox"/> Others:	Other Request: <input type="checkbox"/> Photograph event <input type="checkbox"/> Videotape event	
People (must be approved by Media Ministry chair): <input type="checkbox"/> Sound Tech <input type="checkbox"/> Computer Tech <input type="checkbox"/> Musician(s) <input type="checkbox"/> Vocalist(s)				
Other Instructions (e.g. Joe Smith is doing sound, PowerPoint needs audio)				

Any special needs or request not covered