



CHURCH EVENT/MEETING FORM

In order to secure your scheduled event/meeting on the approved BBIC master calendar, this form must be completed. The following steps should be followed to ensure proper coordination and maximum success of the proposed event/meeting.

- 1) Please complete this form and return to the Church Administrator 60 days prior to event/meeting to ensure all necessary modes of coordination have been achieved.
- 2) Your request is not approved until you receive an approved copy of this form. Pastor will receive a copy of your request form.
- 3) Please do not advertise your event until you have received confirmation. Please allow 30 days for your request to be processed.
- 4) Final approval of all speakers is at the discretion/approval of Pastor Harris.

Only complete the sections that apply

Preferred calendar date: _____ Optional date(s): _____

Is this event/meeting recurring? Yes No Is this event/meeting: Onsite Offsite

Ministry requesting event/meeting: _____

Contact Name: _____

Phone Number (with area code): _____ Email Address: _____

Speakers' Name / Main Facilitator for event/meeting: _____

Contact Phone #: _____ Local Out of State

Event/Meeting Name: _____ Start Time: _____ End Time: _____

Room(s) Needed (please state which rooms you're requesting): _____

Set-Up Needed? Yes No Quantity Needed: _____ Tables _____ Chairs

Person(s) responsible for Set-up: _____

Person(s) responsible for Clean-up: _____

Food Service: Plates Napkins Plasticware Cups Table Coverings Decorations & Centerpieces

Equipment Needed: A/V Tech Microphones Video Screens Audio/Video Player Recording/Live Streaming
 Other: _____

Music: Vocalist/Instrumentalist Solo Praise & Worship Team Choir Musicians

Childcare Needed? Yes No How many children? _____ under age 3 _____ ages 3-5 _____ ages 6-8 _____ ages 9-11

Worker(s) assigned: _____

Contact Person: _____ Phone Number (with area code): _____

Publicity Needed? Yes No

To be publicized in: Weekly Bulletin Sunday Pre-Service Announcement Verbal Announcement Church Marquee
 Church Website Online Registration Social Media

Greeters Needed? Yes No Ushers Needed? Yes No

Building Personnel: Have you notified building personnel of event/meeting? Yes No

Security Needed? Yes No Have you notified security personnel of event/meeting? Yes No

Finance Ministry: Have requisition forms been submitted to the Church CFO for above event/meeting? Yes No

Signature of Ministry Leader: _____ Date: _____

Signature of Event/Meeting Coordinator: _____ Date: _____

Signature of Pastor: _____ Date: _____

Select the desired table layout by selecting the circle in the desired box

