



## EVENT REQUEST FORM

*In an effort to be good stewards of our facilities, and be efficient with our schedules, the event described below cannot be formally approved until all sections are complete and approval has been granted.*

### Mission Statement

*"To Gather together in worship, To Grow together in Community, and Go Together to all nations."*

Event Title: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Group/Organization: \_\_\_\_\_

Event Coordinator: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Description of Event: \_\_\_\_\_

How does this fit the Mission Statement of FBC Bay Saint Louis?

\_\_\_\_\_  
\_\_\_\_\_

Setup Time: \_\_\_\_\_ Start time: \_\_\_\_\_ End time : \_\_\_\_\_

Expected Attendance: \_\_\_\_\_

Is this a recurring event? Yes / No      Recurring Dates: \_\_\_\_\_

### **Location**

\_\_ Fellowship Hall

\_\_ Worship Center

\_\_ Classroom: \_\_\_\_\_

\_\_ Kitchen- Time of use? \_\_\_\_\_

\_\_ Church Grounds: \_\_\_\_\_

\_\_ Off Campus: \_\_\_\_\_  
\_\_\_\_\_

### **Clean up**

Professionally Cleaned after event: \_\_\_\_\_ fee TBD

Group/Organization will provide cleanup: \_\_\_\_\_

Person responsible for unlocking and locking FBC? \_\_\_\_\_

If you answer yes to any of the below you must contact Rebecca Compretta at rebecca@fbcbsl.org 2 weeks prior to the event to discuss specific needs/details.

Sound: Yes / No

Video/Projection: Yes / No

Please provide details a month before event to be added to the bulletin/slide/social media: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Transportation: \_\_\_\_\_ Driver's Name: \_\_\_\_\_

Bus (capacity is 15 - 1 available)

*Group/Organization is responsible for finding bus driver.*

*Driver must be on FBC's Approved Insurance List. (see office staff for insured list)*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Please make sure this form is filled out entirely.**

**Office Use Only**

1. Administrative Assistant:

Date: \_\_\_\_\_

On the calendar, does this event conflict with another event? Yes / No

2. Sponsoring Pastor:

Date: \_\_\_\_\_

Does this event fit FBC's Mission Statement? Yes / No

3. Ministry Coordinator:

Date: \_\_\_\_\_

Date added to calendar: \_\_\_\_\_

Date called to confirm event: \_\_\_\_\_