



The First Baptist
Church of Redlands

Event Form

This form is for events sponsored by our church Commissions, committees, and ministries. Event date/room is not guaranteed unless it is reserved with the office. Make one copy for your group and submit one copy to the church office at least 3 months prior to the event. Please do not setup, sale or have sign ups on the church premises without first filling out the Event Form. Check off areas that apply.

Event Name: _____ Room/Location _____

Day and Date of Event: _____ Event Start Time _____ Event End Time: _____

Sponsoring Group: _____ Set-up Date: _____ Set-up Time: _____

Contact Person: _____ Phone #: _____ Email: _____

I. ADMINISTRATIVE:

Please allow at least 2 weeks lead-time for the following requests. Include samples and instructions.

- Sign-up sheet needed
- Ticket Sale Bulletin Board needed (your group has room for 1/3 – 1/2 of the ticket sale board).
Your group is responsible for putting up the ticket sale signs.
- Our group will supply the paper. (The office may provide requested paper color and style with advance notice.)
- Program cover design: Paper Color: _____ # of Programs Needed: _____
- Ticket design needed: Ticket Color: _____ # of Tickets Needed: _____
- Sunday Morning Ticket Sales on the Patio. Sale tickets at least 3 weeks prior to your event.
 - Sale Dates: _____; _____; _____; _____; _____;
 - Cash Box needed (change is included. Please return the cash box on the same day, after your event to a designated staff member).

II. ADVERTISING: ADVERTISEMENTS SHOULD BE PUBLICIZED AT LEAST 2-3 MONTHS BEFORE THE EVENT.

The following forms are available in the church office.

- Bulletin Announcements (request needed by Tuesday for next Sunday’s bulletin). **Submit 1 month before event.**
- Tapestry (submit request to *Tapestry* Editor by the 15th for next month’s issue). **Submit 2-3 months before event.**

III. BUILDING/GROUNDS AND EQUIPMENT:

- We have read the lock-up and room use procedures (contact the office for a copy of the procedures)
(Your group is responsible for set-up and clean-up even if Dennis is hired. Please read the Building Use Policy.)
- # of Chairs Needed _____
- # of Tables Needed (**bold** numbers are # of tables we have):
 - 5** Big Round (seats 8) _____; **6** Small Round (seats 6) _____; **14** newer and **8** older 8” Rectangle (seats 8-10) _____
(Newer tables may not be taken out of Fellowship Hall)
- Portable Sound System Needs (Please contact the office for sound needs).
of microphones _____ # of Microphone stands _____ # of music stands _____
- Need Overhead projector Need projector screen
- Use of the Kitchen (Your group is responsible for food preparations, serving and cleanup).
- Dishwasher Operation (Dennis must be hired to operate. His rates vary \$20-35 depending on event size).

Please contact the office for the following needs. A fee may be added to your event in order to hire a person to assist your group.

IV. OTHER AUDIO/VISUAL NEEDS

We will help find a sound person but cannot guarantee that one will be available. At least 3 month notice is requested. Ultimately, your group is responsible for attaining a sound person.

- We need a Sound Technician to assist with our sound needs.
- We need a Video Technician to assist with our audio/visual needs.
- Fellowship Hall, Judson Hall, Chapel, or Sanctuary** Video Projection and/or Sound Needs (circle room use)

# of microphones_____	# of Microphone stands_____	# of music stands_____
DVD Player _____	VHS Player _____	Laptop Computer _____
- Other room**_____ Video Projection and/or Sound System Needs

# of microphones_____	# of microphone stands_____	# of music stands_____
DVD Player _____	VHS Player _____	Laptop Computer _____

V. CHILD CARE

- Child care Needs. At least 3 month notice is requested.

Events held at our church may need to have child care considerations. A fee may be applied to hire child care workers. Christian Education policy must be followed [i.e., 2 CE screened adults per classroom, Nursery room is only for (0-24 months), and Toddler room is only for 2-3 year olds)]

VI. COOKS

- Catering Needs

JoAnn and Shellie (our cooks for Thursday night dinners) may be hired to assist you if they are available. Their rates vary depending on the size of the event. JoAnn and Shellie are not responsible for serving and clean-up.

VII. CUSTODIAL PREPARATIONS:

- Custodial Preparation Needs

Dennis Chenevert may be hired to assist you if he is available. He has a custodial rate (\$20-35.00 an hour with a 2-hour minimum) that will vary based on the size of the event. Your group is still responsible for set-up and clean-up even if Dennis is hired.

VIII. PARKING LOT ATTENDANT:

- Parking Lot Attendant Needs

Events on church grounds may need to have a parking lot attendant to assist with parking and security.

IX. OTHER NEEDS

- _____

Revised 9/1/2009

FOR OFFICE USE:

DATE RECEIVED: _____ **BY:** _____

SPECIAL ARRANGEMENTS:

FEES:

COOKS _____ **CUSTODIAL** _____ **CHILDCARE** _____ **PARKING** _____ **OTHER** _____