CALENDAR, VEHICLE AND CHILDCARE REQUEST FORM

(MUST be submitted to Calendar Coordinator two (2) weeks in advance to efficiently schedule)

FINAL APPROV	AL OF	Notes					
CALENDAR DATE FOR EVENT		, and the s					
Administrative Pastor Da	ate Approved						
Is this an off-campus event? Yes	No						
If yes, you are responsible to coordinate with you group minister for permission slips and field trip p	Date Submitted						
Ministry Minister	in Charge						
Event	Submitted	Submitted by		Number Expected			
Sponsor (Designated by Minister in Charge) Person(s) to open 8		kup building	Room(s) Red	quested for Event			
Custodian Needed? Sound Needed?	Sound Tech Notified (Office Use Only)			nd equipment must be			
Yes No Yes No		requested in advance: see reverse side)					
ON-GOING EVENT Weekly On Monthly On the							
Begin Time End Time							
	Date of Event (mm dd	yy)	thru				
ONE Day(s) TIME EVENT	Date(s) (mm dd yy)	Begin Time	End Time	Set Up Completed by			
CHILDCARE REQUEST (Must be comple	eted prior to approval)						
	ecca prior to approvar,						
Approximate number for childcare							
,	Approval of Preschool Asso	ciate Date	Signature of Mini	ster Requesting Event			
VEHICLE REQUEST: # Passengers							
Church Van	PLEASE I	NOTE: There mu	ist be FINAL approva	al of event BEFORE:			
# Rental Van(s) Needed	• Mailir	ng of announcer	ments or invitations	of your event			
	• Adver	tising in the E-le	etter, bulletin, large	screens, posters, etc.			
# Buses Needed	prese	nted to the min	l material to be mail ister in charge and/	led MUST be or appropriate			
Vehicle Coordinator Date		nistrative assista	ant before mailing.				
Teaching Pastor Children's Minister		Worship Pastor					
Date	Date						
Student Minister Di	scipleship Minister		Calendar Coordinato	r			
Date	Date		Date				
			Facilities Supervisor _				

Date_

ROOM/EQUIPMENT/SUPPLIES REQUEST FORM

Ministry	Minister in Charge	2		Event	Number Expected	
Request Submitted by	Date Submitted	Phone #	Set Up Co	mpleted by	Custodian needed for event?	
One Time Event Date(s)		oing Event Date			Yes No 	
TABLE CLOTHS NEEDED Round-White Recta Small Square Round Person Responsible Phone	angular-White Rod-Cream Other	ound-Black	Rectangu	lar-Black	Coffee Set	
ROOM SET UP: (If you can	n, create your drawing in	n another prog	ram, save as	s .jpg and import	Set Up Notes	
Equipment Requests Sound System	ADVERTISEMENT REQUESTS	Online	Registration	Beginning/Ending Registration Dates		
DVD Player Easel Wireless Microphone TV Screen	PARKHILLS BAPTIST DHURDH	Table/S Sunday Bulletir		Dates		
		Newsle	tter	Dates		

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