

Event Scheduling Request

Information **MUST BE COMPLETE** to be approved, assigned and calendared.
Events must be in accord with our sincerely held beliefs and aligned with the mission of First Baptist Church Allen.

Event date _____ Day of the week _____ Today's date _____
Person preparing this form _____ Day _____
Phone _____
Person in charge _____ Day _____
Phone _____
Email _____

Name of Event _____

Event Description _____

Church-wide events will be on FBC Website.

Start Time _____ End Time _____

Arrival time to set up _____ Clean-up time _____

Headcount expected _____ Is this a church-related activity? Yes No

LOCATION: At church, Room(s) needed _____

Number of tables and/or chairs needed (please complete back of form) _____

Away from church, Location _____

Address _____

Phone _____

Check out building key(s) Date _____ Time _____

Return building key(s) Date _____ Time _____

VEHICLE NEEDED:

14 Passenger People Mover 24 Passenger Bus – Commercial DL required

Driver(s) _____

Check out vehicle key(s) Date _____ Time _____

Return vehicle and key(s) Date _____ Time _____

EXTRA SERVICES NEEDED:

Sound Technician

Coffee

Kitchen (check those that apply)

Sound equipment

Tea

Ice Maker Microwave Stove Oven

Video Technician

Water

Other _____

A/V equipment

Ice

Laptop

FBC paper goods

Please leave all rooms and vehicles clean. Remove trash and personal belongings.

Signature: _____ Print Name: _____

FOR OFFICE USE ONLY

BANNER: (circle one) Children Classic 55+ Men Music Preschool Student Welcome Women

Added to Calendar

Scanned and Sent to:

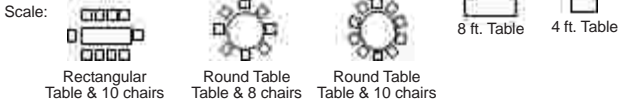
Facilities (Steve)

Publications (Marcy)

Sound/Music Equip (Jeff)

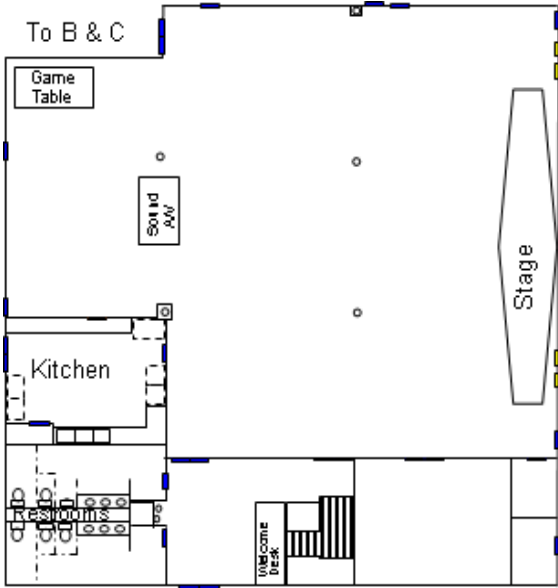
Room Configurations

Please use the scale drawings below to help configure your space.



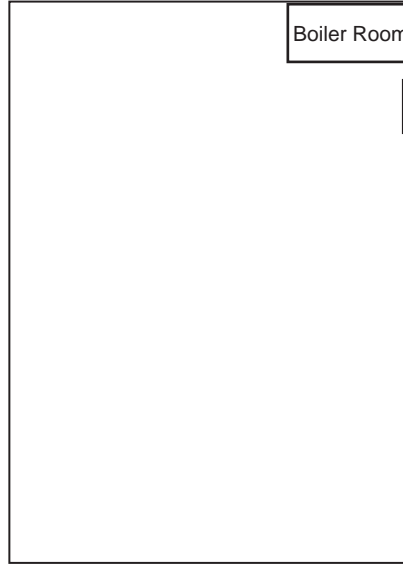
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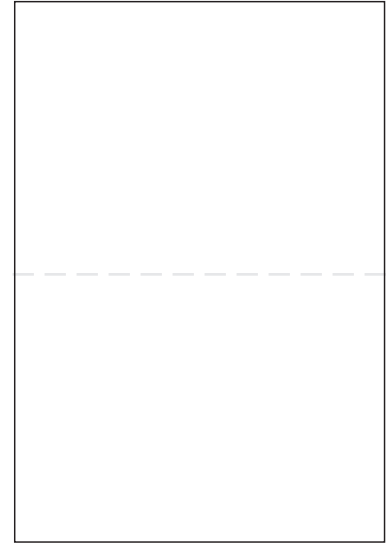
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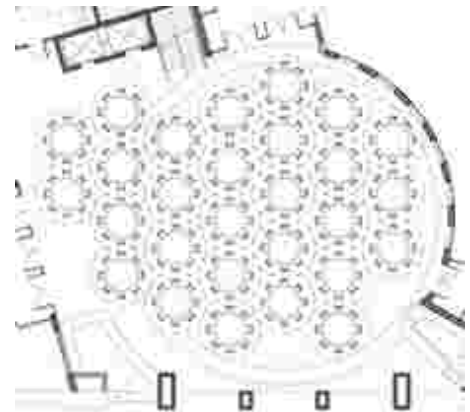
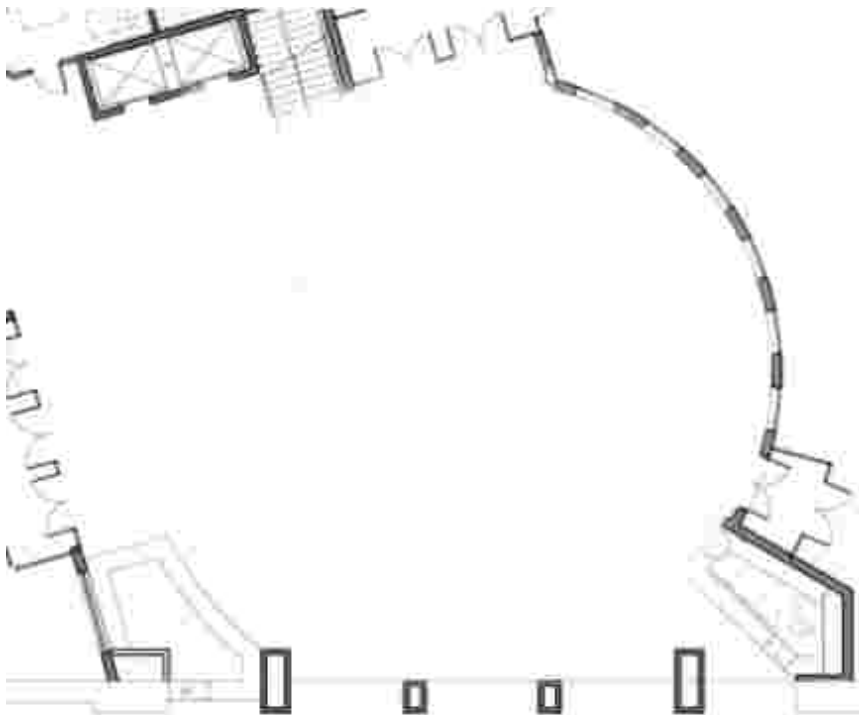
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Seating 240-320, round tables w/8 or 10 chairs/table



Seating 224-280, rectangular tables w/8 or 10 chairs/table