

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:

<input type="checkbox"/> Sound Technician	<input type="checkbox"/> Coffee	<input type="checkbox"/> Kitchen (check those that apply)
<input type="checkbox"/> Sound equipment	<input type="checkbox"/> Tea	<input type="checkbox"/> Ice Maker <input type="checkbox"/> Microwave <input type="checkbox"/> Stove <input type="checkbox"/> Oven
<input type="checkbox"/> Video Technician	<input type="checkbox"/> Water	<input type="checkbox"/> Refrigerator <input type="checkbox"/> Coffee maker <input type="checkbox"/> Tea maker
<input type="checkbox"/> A/V equipment	<input type="checkbox"/> Ice	<input type="checkbox"/> Other _____
<input type="checkbox"/> Laptop	<input type="checkbox"/> FBC paper goods	_____

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

Signature: _____ **Print Name:** _____

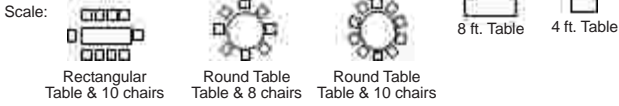
FOR OFFICE USE ONLY

BANNER: (circle one) Children Cornerstone Men Music Preschool Student Welcome Women

Added to **Calendar**
 Scanned and Sent to:
 Facilities **Publications** **Sound/Music Equip**

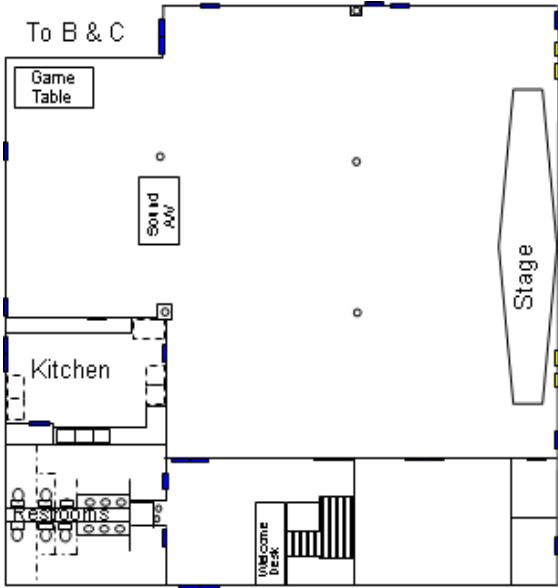
Room Configurations

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



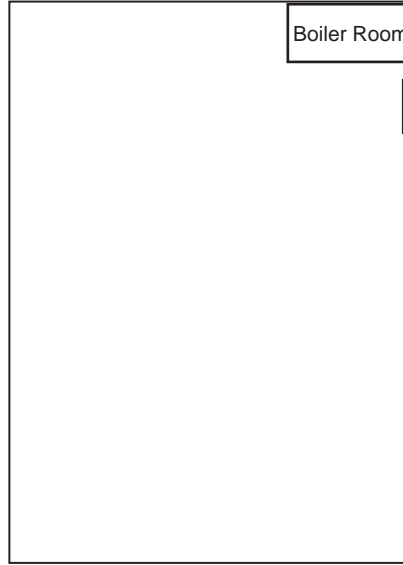
H Y7i fV

7 UdUWfm'' \$\$



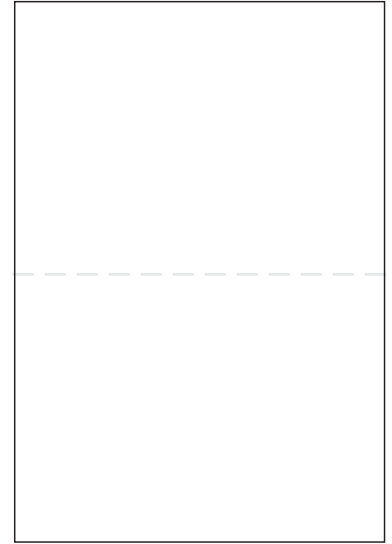
7 < 'G\ Y`

7 UdUWfm'& \$



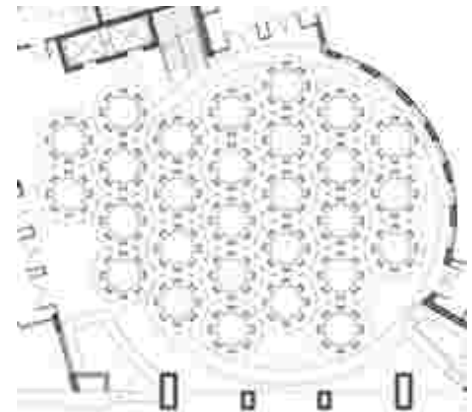
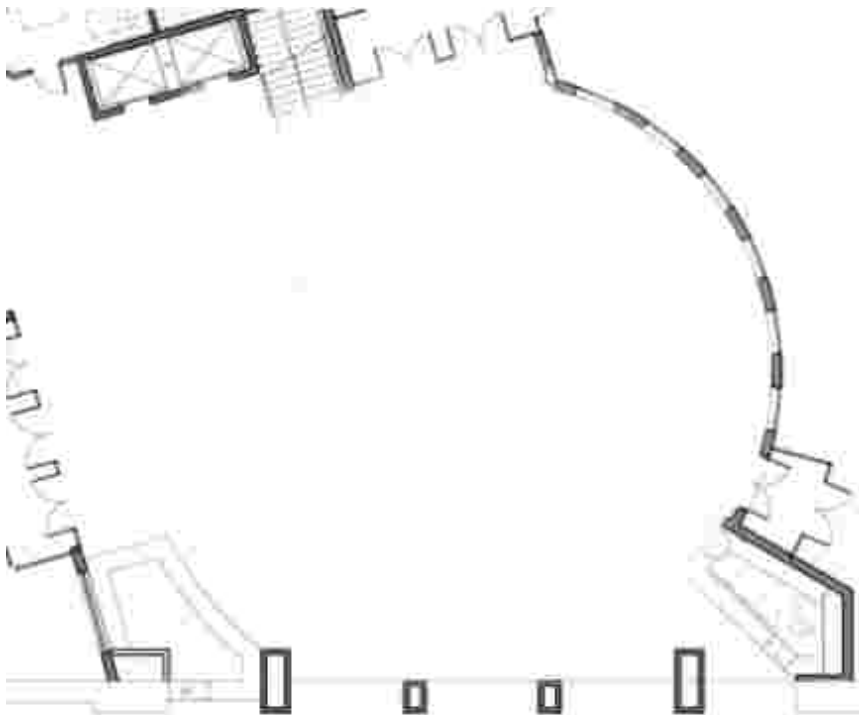
9 'Fcca g

7 UdUWfm'%) \$



H Y'Fchi bXU

7 UdUWfm'&& \$



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



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