



Calvary Baptist Church & School  
EVENT PLANNING REQUEST FORM

1. Complete this form and return to the church office. Please allow 10 business days prior to event for preparation and approval. This form may also be e-mailed to [rosette@calvaryneworleans.com](mailto:rosette@calvaryneworleans.com)
2. You will receive confirmation of your request for the event soon after your request has been submitted and approved by Minister of Administration.

Event Information:

Event Name \_\_\_\_\_  
 Date (s) of Event \_\_\_\_\_  
 Time of Event \_\_\_\_\_  
 Location of Event \_\_\_\_\_  
 Expected Attendance \_\_\_\_\_  
 Description of Event \_\_\_\_\_  
 \_\_\_\_\_

Church or School Event \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Phone Number (home) \_\_\_\_\_ (cell) \_\_\_\_\_  
 E-mail Address \_\_\_\_\_

Furniture needed:

Round Tables \_\_\_\_\_ How Many? \_\_\_\_\_  
 8' Oblong Tables \_\_\_\_\_ How Many? \_\_\_\_\_  
 Chairs \_\_\_\_\_ How Many? \_\_\_\_\_  
 Helium Tank \_\_\_\_\_ See Secretary for access  
 Other: \_\_\_\_\_

Worship Guide / Bulletin:

Date(s) to appear \_\_\_\_\_  
 Slide needed or provided to AV Department \_\_\_\_\_  
*Please note: wording for bulletin needs to be attached to form.*

Audio/ Visual Needed:

Taping needed _____	Sound System needed _____
Overhead Projector _____	VCR / DVD Player _____
PC hookup for PowerPoint _____	TV(s) _____
Overhead Screens _____	Piano _____
Microphone w/ podium _____	Microphone w/ stand _____

Security needed \_\_\_\_\_

Room Set-up Sketch:

Please keep in mind the following items as we all seek to maintain excellence in the use of facilities at Calvary Baptist Church:

- Area is clean
- All (borrowed) items are returned to their original place
- All lights are turned off
- Doors / gates are locked
- If you have borrowed keys from the office they must be turned in to Mark Barentine or Rosette Botros by hand

\_\_\_\_\_  
Event Organizer

\_\_\_\_\_  
Date

Event Approved by:

\_\_\_\_\_  
Minister of Administration

\_\_\_\_\_  
Date approved