



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
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