

FOR OFFICE USE: Approval/Date: _____

CALVARY CHAPEL TURLOCK

EVENT FORM

DATE SUBMITTED _____

Please fill out and return to the church office **at least 4 weeks prior** to your event.

ON-SITE **OFF-SITE**

If **Off-site**, Location _____ Phone _____

Address _____

PLANNING CENTER INFORMATION

Event Name: _____

Event Folder: All Church Children's Ministry Home Groups Men's Ministry
 Service Brigade Silver Saints Women's Ministry Young Marrieds Youth Ministry

Event Owner (you?): _____ Phone: _____

Date of the event: _____ Time of the event: Start: _____ End: _____

SU_ M_ T_ W_ TH_ F_ S_ Overnight Event

Repeat Event? No If Yes, then

Every Day Week Month forever
 Every other until _____ date.
 Every 3 4 5 for _____ weeks.

Event Description/Purpose of the Event: _____

ROOMS

On-Site Facilities – Will you need any on-site facilities? Yes No

Room(s): Classroom A (Toddler) Classroom B (Pre-K) Classroom C (Elem) Foyer
 Hallway Kit Nursery Porch Sanctuary New Sanctuary Building

Facility Access

Person's Name: Open Up _____ Lock Up _____

Safety & Security

Yes No

Roamers

Yes No

Clean-up Crew

Name: _____ Name: _____

RESOURCES NEEDED

1. Will you be using the Info Desk? Yes No

2. Do you need a Sign-up Table? (**If yes, Reserve Foyer as Event also) Yes No

Table(s), Rectangle: 4' # _____ 6' # _____ 8' # _____ 8' Folding # _____

6' Skinny # _____ 6' Short x's _____

Table(s), Round: 5' # _____ Tablecloth(s), Round (White): 5'x _____

Chairs # _____ Arm Chairs # _____ Kids Chairs # _____ /Size _____

Podium (Portable) White Board Mobile Cart-Gray Sound System (Portable)

Other _____

Sanctuary: Sound System Visual Screen Mic # ____ & Kind _____

Approx. **number of people** expected: _____

Special Setup?

Yes No

If yes, please specify each room's setup. (*Refer to the attached Event Setup Diagram*)

Request aid for **Setup:** Facilities Manager Deacons

Request room(s) to be **Set up** (i.e. tables & chairs in place) by what date ____ & time? ____ am/pm

Request aid for **Tear down?** Yes No **If yes**, what date ____ & time? ____ am/pm

Special Event Resources

Yes No

LG White Ice Chest(s) 1 or 2 Igloos (Blue_/Red_/Orange_) Pop-Up's

Volleyball & Net Games (Picnic) CCT Signs & Banner/Zip Ties Baptismal

Other _____

Pre-event Deliveries Will any deliveries be made prior to the event? Yes No

If yes, please specify:

What is being delivered? _____

Delivery date: ____/____/____ Time: _____ am/pm

CCT WEBSITE INFORMATION

1. Would you like this event posted on the CCT website calendar? Yes No

If not, why not? _____

Event Type: All Church Children's Ministry Home Groups Men's Ministry
 Service Brigade Silver Saints Women's Ministry Young Marrieds Youth Ministry

BULLETIN & PULPIT ANNOUNCEMENTS

Announcements **must be into the church office **two Sundays** before you would like the event announced.

1. Would you like your announcement in the bulletin? Yes No

2. Would you like it announced from the pulpit? Yes No

3. If so, what dates would you like it announced from the pulpit: Start _____ End _____

What is your preferred wording for the pulpit announcement? (You may attach a separate sheet instead of handwriting.)

FLYERS

** All self-made flyers, **do** need to be submitted to the church office for approval **the Sunday** prior to its use.

1. Does the church office need to make flyers for this event? Yes No

If yes, does the office have permission to use its own creative license? Yes No

If no, please submit flyer description **two Sundays** in advance.

SIGN-UP'S

1. Does the church office need to prepare sign-up sheets? Yes No

2. How many? _____

If yes, what info needs to be on it?

Information Wanted on Sign-Up Sheet

- Ministry Dept. Event Name Event Date Event Cost
 Numbered Lines? "Other Info" wanted on Sign-up Sheet

Sign-up Sheet Column Headings You Desire

- Name Email Phone Address Paid (X)
 Deposit Payment Needs Ride? Need Two Forms for AM & PM
 Medical Release Other Column Heading _____

Sign-ups start: ____/____/____ Sign-ups end: ____/____/____

Total cost: _____ Deposit Amount: _____ Date balance to be "Paid In Full": ____/____/____

3. Do you need a cash box? Yes No

STANDUP POSTER

1. Do you need a Standup Poster for your Signup Table? Yes No

2. What information do you want on the Standup Poster??

- Same as Flyer Event Name Dates Cost Above "Other Info"

TICKETS

1. Will tickets be sold? Yes No

If yes, what is the maximum number of spaces/tickets that will be sold: _____.

2. Do you need a cash box? Yes No

SOUND NEEDS

1. Does this event require song sheets? Yes No

If yes, see attached **Sound Rider**.

2. Are there any sound needs? Yes No

If yes, see attached **Sound Rider**.

Event Setup Diagram

Sound Rider

This must be completed and turned into the church office **at least 2 Sunday's** prior to the event. The following information is necessary for the sound engineer that will be serving at your event.

Set up Date & Time: _____

Rehearsal Date & Time: _____

Misc. items needed: _____

MP3 Playback: _____

Audio Playback: Yes No Record Audio: Yes No

Video Playback: Yes No Record Video: Yes No

Which, if any, of the following will be needed?

Vocals How many? _____ Presenters How many? _____

Instruments List All _____

Printed Song Sheets? Yes No

If yes, please provide the following information:

1. Person providing the song list: Name _____ Phone _____

2. Number of song sheets needed: _____

Please contact Jason at 634-4200 to determine your sound needs for this event. This should be done A.S.A.P. to confirm the equipment will be available.

Event Form

If you have any questions, please contact the front office at 634-4200.

Event Approval Process

All events require an Event Form. Events need to be submitted for **approval** at least **4 weeks prior** to your event.

All information that needs to be turned in for **church office services** must be to the office **at least 2 Sunday's prior** to your event. That includes information for: Flyers, Bulletin &

Pulpit Announcements, Signup Sheets, Standup Posters, Tickets, Cash Boxes, Song Sheets, and Sound requests.

The church office and staff appreciates your cooperation during our growing pains, as we setup office systems and policies. These will continually be evaluated and re-evaluated for the purpose of reflecting God's Character, bringing Him glory, and working together for the purpose of building His Kingdom.

Updated 5/21/18
