



Hillcrest

BAPTIST CHURCH

Event Scheduling

Events need to be scheduled 30 days in advance.

Use this form to request a date be added to the master calendar. If there is a conflict on date or arrangements, you will be contacted. When the event is approved and placed on the calendar, you will receive an approved copy of this form.

Date Request Made: ___/___/___

Date(s) of Event: ___/___/___ — ___/___/___

Times facility is needed: ___:___ am/pm — ___:___ am/pm

Times of event: ___:___ am/pm — ___:___ am/pm

Event Information

Name of event/group: _____

Church related activity? ___ Yes ___ No

Person in charge? _____ Phone: _____

Email address: _____

Location of Event

___ at church Room(s) needed _____

Equipment needed/Instructions _____

___ away from church

Address: _____

Phone: _____

Show room arrangement below

Number expected: _____

Need church van? ___ Yes ___ No

Need childcare? ___ Yes ___ No

Need sound/PA? ___ Yes ___ No

If you need sound, please give details. (Soloists, groups, quartets? Instruments expected? Do you need microphones, CD, tape, etc?)

Would you like the event advertised in the Sunday Signal, monthly Newsletter, or Bulletin? ___ Yes ___ No

Office use only

Date available? ___ Yes ___ No

Custodial fee? ___ Yes ___ No

Staff Approval _____ On Calendar? _____