

## CHURCH CALENDAR PLANNING GUIDE

**This form must be completed 14 days before the scheduled event in so that it can be reviewed for calendar conflicts during the weekly staff meetings(Tuesdays) before the function can be scheduled on the church calendar.**

Today's Date:		New Request?		Change To Existing?	
<i>If change, date of function on original request:</i>					
Sponsoring Ministry		Type Activity			
Contact Person		Staff Contact			
Contact Person's Phone #			# Expected To Attend		
Function Date:				Time Of Function	
Budget #		Budget Item			

### INFORMATION FOR FACILITIES MANAGER

Area (s) Required					
Time setup is to be completed:		Cleanup time:			
<b><i>If buildings are to be opened or closed at times other than regular hours, who is responsible: (Name &amp; Phone #)</i></b>					
Equipment needed and/or vehicles.	<small>All equipment and or vehicles are to be returned with a full tank of gas in clean and proper working condition.</small>				
Special instructions, room arrangements, or other comments.	<small>You may want use another sheet to draw or describe set up.</small>				

***"Set up and clean up" for events are only available if schedule and personnel permits. Note that the facilities will not be used after 6:00 PM Saturdays due to time needed for Sunday "set up & clean up."***

### FOOD SERVICE

	Use of kitchen in FH	no food service staff required		
	Full food service*	food service staff provides & prepares the food		
	Person or persons in charge of clean up for the kitchen (Name & Phone #)			

**Fourteen (14) days notice required for food service. Requests must be approved before the function is placed on the calendar. Please confirm reservations four (4) days in advance.**

\*How is this going to be paid for?      Budget?      Prepaid Meal sold in advance?      Other? -explain

### CHILD CARE

YES	N/A	NO	N/A	
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**IF YES, Requests for child care must be made to the appropriate Age Group Minister(s) at least fourteen (14) days in advance by completing a "Child Care Request" form. The Minister(s) will confirm the availability of child-care. Please do not assume child-care will be provided or advertise child-care until you receive confirmation from the Minister(s).**

	Approved date:		Approved By	
ver. 5/20/05	ENTERED ON CALENDAR			