

# First Baptist Church of Sapulpa, OK

## Calendar Request Form for Events, Facilities, Vehicles, Equipment

Name of Event: \_\_\_\_\_ Event Date \_\_\_\_\_  
Start Time of Event: \_\_\_\_\_ End Time of Event: \_\_\_\_\_  
Set-up Time (Time needed for access for set-up, decorations, preparation, pick-up, etc.): \_\_\_\_\_  
Clean-up Time (Time people will be gone, clean-up complete, resources returned, etc.): \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Phone# \_\_\_\_\_ Email: \_\_\_\_\_  
Event Details: \_\_\_\_\_  
\_\_\_\_\_

**Facilities requested** See attached Fee Structure

What room(s) are needed: \_\_\_\_\_  
Location of Event (if not at FBC): \_\_\_\_\_

**Resources requested :** Tables (round, rectangular, 6', 8', pod tables) and chairs

(Seating for how many? FBC Ministries need to attach a room setup diagram)

\_\_\_\_\_  
\_\_\_\_\_

**Audio/Video/Visual Resources** (DVD player, TV, Whiteboard, Microphone)

Additional charges may apply. Availability may be limited. List items requested and their intended use.

\_\_\_\_\_

Sound System Operator: \_\_\_\_\_

Video Projection Operator: \_\_\_\_\_

Video Camera Operator: \_\_\_\_\_

**Food/Beverage Resources** (Water, Tea, Coffee, Ice, Tablecloths, etc.) Additional charges may apply.

\_\_\_\_\_

**Childcare Resources** (ADDITIONAL Childcare request form must be attached)

Needed: \_\_\_\_\_ Start / End time: \_\_\_\_\_

**Vehicles** Bus \_\_\_\_\_ New Chevy Van \_\_\_\_\_ Old Chevy Van \_\_\_\_\_ Ford Van \_\_\_\_\_ Trailer \_\_\_\_\_

Name(s) of Driver(s) \_\_\_\_\_

**Promotion requested in Church publications?** \_\_\_\_\_ (If yes, ADDITIONAL Media Request form must be attached)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Responsible party adhering to church policies

Pastor Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Staff member that oversees ministry

**For Office Use Only**

Date form submitted: \_\_\_\_\_ Date form approved: \_\_\_\_\_ Approved by: \_\_\_\_\_ Cost \$ \_\_\_\_\_

**Amendments to original form**

Date	Staff Approval	Change(s)
_____	_____	_____
_____	_____	_____
_____	_____	_____