



FORESTVILLE

MAKING DISCIPLES THAT LOVE, GROW & SERVE
THROUGH INTENTIONAL RELATIONSHIPS

To Be Completed by Office Staff Only:
 Received: ___/___/___ By: _____
 Staff Approved: ___/___/___
 Added to Calendar: ___/___/___

Event Registration Form

Policy and Procedures: ALL EVENTS ARE SUBJECT TO STAFF APPROVAL AND CALENDAR AVAILABILITY

Step One: Summit form. You will receive notification **by the end of the next work day** that the completed form has been received.
Step Two: Approval and Addition to Calendar. Submitted forms will be discussed at the next Pastor and Staff Meeting. All submitted forms will get a response within two full work weeks.

Step Three: Once an event has been added to the calendar, the person who submitted the Event Registration Form will receive the Policies, Procedures and Guidelines Packet with appropriate instruction based on the details given in the Event Registration Form. The one making the reservation needs to submit the signed Event Agreement Form confirming he/she has received the packet and will abide by the policies, procedures and guidelines of Forestville Baptist Church.

Type: Ministry Bridge* Family Other

Event Leader: _____ Ministry/Deacon: _____
 Phone: _____ Email: _____

Event Name: _____
 Event Date: ___/___/___ Starting Time: _____ Ending Time: _____
 Recurring Events** – List dates: _____
 Event Description: _____

Location/Campus: ___ Off-Campus ___ On-Campus Location: _____
 Specific Room or Area (s): _____
 Set-up Needs/Description: _____

Kitchen/Food/Drinks:
 Prepared or Provided By: _____ Set-up Needs: _____
 Description: _____

Transportation needs:
 Vehicle(s) requested: 60 passenger bus, 38 passenger bus, 12 Passenger Van (Van for in-town use only)
 Number of people needing transporting _____ ****DRIVERS MUST BE APPROVED AND ON FILE IN CHURCH OFFICE****

Audio/Visual needs:
 Audio Description _____
 Visual Description _____
 Equipment Request _____

HVAC needs: (heating and cooling)
 Set-up Time and Day: _____
 Clean-up Time and Day: _____

*A Bridge event has the main purpose of reaching non-church members
 Recurring Events are events that occur regularly over an extended period of time. They can be submitted on one Event Registration Form for a **maximum period of three calendar months. **Example:** The 50 Up Fellowship which meets the first Thursday of the month could submit one Event Registration Form for the monthly fellowship of January, February and March rather than submitting a separate one for each month. A new form would need to be submitted for the next three months.