



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 Facility Guidelines with appropriate instruction based on the details given in the Event Registration Form.

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: _____

☐ Calendar Use ONLY: *Check this box if you need no church resources such as building, equipment, etc.*

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: _____

Promotional Information :

Note: This information must be approved and turned into the office **4 WEEKS** prior to promotion start date for the weekly Bulletin and other promotional areas.

Check below for the forms of communication needed.

☐ Bulletin

☐ Worship Service Slide

☐ Worship Service Announcement

(See your Ministry Plan Booklet for other forms of mass communication for church wide and community events)

Please provide information below for promotional material below:

Date: _____

Time(s): _____

Cost: _____

Contact: _____

Contact: Email/Phone: _____

Content/Description: _____

* **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.