

Fairway Christian Church Event Form

Event Name _____

Sponsor _____

Date Form Submitted _____ Has this event been approved by your
Ministry Group? Yes ___ or No ___

If Ongoing Event (Bible Studies, etc.) Start Date _____

End Date _____

Event Day or Days of Month (For Example- 3rd Wednesday of Month- Every
Tuesday, etc.) _____

If Single Event – Date Requested _____

Actual Event Start Time _____

Actual Event End Time _____

Prep Time Beginning at _____

Clean up Ending at _____

Contact Person _____

Phone _____ Email Address _____

Areas needed: ___ Worship Center ___ Fellowship Hall ___ Kitchen ___

Choir Room ___ Nursery ___

Classrooms Needed - A-E or in combo _____

If the Kitchen is being used, the End of Function Checklist must be completed immediately after your event and placed on the Kitchen Manager's desk. Also, contact Kitchen Manager, Marlene Stalter, if you will be using kitchen appliances and no one in your group has been trained to use them.

Number of attendees expected _____

Speaker _____

All outside speakers must be approved. Has event speaker been approved? Y or N - If no, Contact Butch Gastfield for speaker approval. Outside speaker form is available in the Mailroom.

A/V set up - If someone in your group has been trained to operate the A/V in the Fellowship Hall or C-D, please contact them to handle this for you. If not, then contact Bill Jenkins for training. Please do not wait until the day of the event. If you need A/V for a Worship Center event you may contact Bill Jenkins.

Contact Marv Crowley to discuss room set up.

Person responsible for opening/closing building if not during normal business hours

_____ Person responsible for opening and closing the building must come in to the office, check out a key, and learn how to arm and disarm the security system prior to event. Key must be returned on the next business day after the event.

Please Notice: If your event is after normal business hours, we are asking that once all your attendees have arrived that you lock the doors for the sake of security.

This Form must be turned in to Leigh Ann before event will be added to the calendar. Once the Event is approved, the approved form will be placed in the Ministry's Mailbox.

Approved Date _____ Approved by _____