



# 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 do not need use of the church 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 by the church staff 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  Web-site
- Worship Service Slide  Social Media
- Worship Service Announcement  E-Mail

*(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.