

Village Bible Church
EVENT / MEETING SCHEDULING FORM
PLEASE RETURN THIS FORM TO CHURCH EMS BOX

Initial Submission
 Further Information
 Change # _____

1

Today's Date: _____ Form Submitted by: _____
 Name of Event: _____ Phone # _____
 Date of Event: _____ Email Address _____
 Time of Event: _____ Ministry Team Represented: _____

I would like to: (fill out appropriate section below)

<input type="checkbox"/> Schedule an event/meeting on the calendar	<input type="checkbox"/> Reserve a room (# of people _____)
<input type="checkbox"/> Submit a Sunday bulletin announcement	<input type="checkbox"/> Request a <i>Moment for Missions</i>
<input type="checkbox"/> Submit a bulletin insert request	<input type="checkbox"/> Request a <i>Ministry Spotlight</i> announcement

2

SPEAKER PRESENTER INFORMATION

Please attached a brief paragraph with bio information

For : _____ Moment For Missions _____ Ministry Spotlight _____ Other _____
 Name _____ Phone: Cell _____ Work _____
 Email _____

3

FACILITY NEEDS

_____ Lower Sanctuary _____ Upper Sanctuary _____ Fellowship Hall _____ Lobby _____ Classroom(s) __ #/people
 _____ Parlor _____ Prayer Room _____ Nursery _____ Kitchen _____ Other

Need Building Key Date Checked out _____ Checked out by _____ Date Returned _____
 Who, from your group, will be locking up the building after your event: _____

4

PUBLICITY

All information should be provided by submitting party.

Please attach a paper copy and email an electronic copy to vbcchurch@sbcglobal.net

_____ Mass e-mail (date to be sent _____) _____ Bulletin Announcement (dates to print _____, _____, _____)
 _____ Bulletin Insert (date inserted _____) _____ Village Voice (date to print by _____)
 _____ Website announcement (date to be posted _____)
 _____ Newsletter Article Article submission by 15th of month before _____ (insert month)

Two-sentence announcement for Bulletin:

NOTE: Any off premise signage will require a fee and POA approval. See POA policy in church office.

5

DISPLAY TABLE FOR FOYER

Date(s) of Display _____ (Display tables are 6 ft long.) Need a tablecloth? _____ Yes _____ No
 Display will be "manned" by _____
 Display set up by person(s) phone _____ email _____
 Will products be marketed (tickets, CDs, books, etc.) Type of product _____
 Will money be received: _____ Yes _____ No
 Instructions for reservations/sales made by office during work week : _____
 _____ I understand that it is my responsibility to have the contents removed/stored so that the display can be taken down in a timely manner.

6

Moments For Missions

___ AM Worship Service ___ Other Date for speaker _____
Requested by (Mission Team Member): _____

7

Ministry Spotlight Announcement

Date _____ Event/spotlight will be on (subject) _____
___ I was given a copy of the Ministry Spotlight preparation guidelines.

8

EQUIPMENT/PERSONNEL

<u>Mechanical</u>	<u>Sanctuary</u>	<u>Class Rooms</u>	<u>Audio Visual Location</u>	<u>Kitchen</u>
___ Bldg. Open/Close	___ Ushers	___ TV/VCR/DVD Cart	___ Lower Sanctuary	___ Refrigerator
___ Heat/Air	___ Piano	___ Overhead Projector	___ Upper Sanctuary	___ Dinner/ Silverware
___ Outside Lights	___ Organ	___ Podium	___ Off Campus	___ Dishwasher Person
___ Inside Lights		___ Podium w/Mic	<u>Audio Visual Needs</u>	___ Stove/Convec Oven
___ Tables		___ Laptop/Projector/ Screen	___ Sound	___ Food Warmers
			___ Video/Projection	___ Steam Table
			___ Elmo (Opaque Projector)	

___ **Reserve VBC Van** [Date: _____ Time: _____] **PLEASE COMPLETE A VAN RESERVATION FORM**

9

<u>Nursery Care?</u>	Child Care:	Infant _____	Ages _____	# of Kids _____
Yes ___ No ___		Toddler _____	Ages _____	# of Kids _____

10

PLEASE PROVIDE A DRAWING OF REQUESTED SETUP

Set-Up Diagram: Include # of Chairs, People & Tables: Location of Podium etc.

FOR OFFICE USE ONLY

Approval of EMS Request _____
Pastor

OR Conflicts to be resolved: _____
Please return this form with solution after conflicts are resolved.

Approval Confirmation ___ Phone ___ Email