



First Baptist Church
Event Scheduling Form

Please use this form to request a date to be added to the master calendar, use fellowship hall, or to use the van or bus. Please turn form in by placing it in the Secretary's mailbox. If there is a conflict on date or arrangements you will be contacted.

Event Date _____ Day of the Week (circle) S M T W T F S

Beginning Time _____ Ending Time _____

Name of event/group _____

Is this a church-related activity Yes No

Do you want this advertised in the bulletin? Yes No

Do you want this event advertised on the website? Yes No

Person in Charge _____ Phone Number _____

Location: At Church

Room(s) needed or instructions _____

Equipment needed or instructions _____

Need Key to building _____

Fee Required? Yes No Amount _____ Paid _____

Away from Church

Address (destination) _____

Phone _____

Number Expected _____

Need church-owned vehicles? Van Bus

Driver _____

Date submitted _____

OFFICE USE ONLY

_____ Entered on Main Office Calendar _____ Bulletin _____ Website