

Office Use Only
<input type="checkbox"/> Approved
<input type="checkbox"/> Disapproved
<input type="checkbox"/> Requester contacted
Date: _____
By whom: _____

FBC Calendar Planning / Scheduling Form

Today's date: _____ Ministry / Organization: _____

Date of event: _____ Event: _____

Person in charge: _____ Home phone: _____ Cell phone: _____

Email address: _____

Set up time: _____ Beginning time: _____ Ending time: _____

How does this event further the mission of this church (*Love God, Love People, Serve Both*)?

Which of God's five purposes (worship, fellowship, discipleship, missions / evangelism, ministry) does this event address, primarily, and how?

How much will this event cost (please attach details of projected costs)? _____

Was this event included in the appropriate year's budget planning process? Yes No

Please list the dollar amount of resources you have to cover the costs associated with this event?

Budget resources: \$ _____ Line item #: _____

Designated resources: \$ _____ Line item #: _____

Plan to sell tickets for event Cost per ticket: \$ _____

Estimated number of participants: _____

Equipment needed (tables, chairs, etc.): _____

Facilities needed: Auditorium Kitchen E Foyer Chapel Basement Loft Room #s: _____
If Auditorium: I need audio I need video

Person responsible for:

Unlocking & locking doors, turning on & off lights: _____ Phone _____

Setting up & re-setting building: _____ Phone _____

Ensuring the building is left clean: _____ Phone _____

Please write out your announcement, here: (<i>use back of page, if needed</i>) _____

Publish in: (email to: joetta@thepeoplechurch.org)
Start date: _____
<input type="checkbox"/> Newsletter
<input type="checkbox"/> Power point slides
(2 slide maximum; due two Mondays out, unless you create slides yourself; then, one Monday out)
<input type="checkbox"/> Care Group announcements