

# Communiqué for Central Baptist Church Activities – Events

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10

*In order to expedite your request, we would appreciate completion of this form in its entirety. **Event must be submitted two weeks before scheduled activity.** Do not announce event without Church approval. **Thanks for your joyful cooperation!***

Today's date \_\_\_\_\_

Date(s) of proposed activity or event \_\_\_\_\_

Scheduled beginning time \_\_\_\_\_

Scheduled ending time \_\_\_\_\_

Ministry or group requesting \_\_\_\_\_

If not CBC activity, user must comply with building usage policy. See Church Secretary for details.

Type of activity \_\_\_\_\_

Facilities Needed (rooms, etc) \_\_\_\_\_

Equipment needed \_\_\_\_\_

Sound Equipment Needed? \_\_\_\_\_

Chairs, tables (number, round or rectangular), piano, podium? \_\_\_\_\_

Do you need specific room arrangements? \_\_\_\_\_ If yes, sketch on back. →

Will there be food or beverages at this activity? \_\_\_\_\_ If yes, following lines must be completed.

Person responsible for cleaning kitchen. \_\_\_\_\_

### **NO FOOD OR DRINK IN THE AUDITORIUM**

Disposable kitchen products needed (**description and amount**) (cups, plates, spoons, forks, bowls, napkins) \_\_\_\_\_

Table coverings desired? \_\_\_\_\_

Misc. items needed? \_\_\_\_\_

Will films, videos, DVD's be shown at this event? If so, name film and rating<sup>1</sup> \_\_\_\_\_

Is outside speaker invited? Name of speaker with phone #, e-mail and web page \_\_\_\_\_

Van(s) needed \_\_\_\_\_

Destination \_\_\_\_\_

Please include **telephone** numbers of destination location(s) here:

**Person(s) making request**<sup>2</sup> \_\_\_\_\_ **Telephone #** \_\_\_\_\_

**E-mail address** \_\_\_\_\_

Name of your director \_\_\_\_\_

(Youth Pastor, Sunday School Superintendent, Awana Commander, etc.)

Signature of your director **REQUIRED** \_\_\_\_\_

For children's activities (through 12<sup>th</sup> grade), signature of Two Child Protection Certified supervisors

**REQUIRED:**<sup>3</sup> \_\_\_\_\_

Church Office will notify you upon approval.

**Thanks for filling this out with attention to the details!**

### OFFICE USE ONLY BELOW LINE

Pastor's or associate's initials \_\_\_\_\_ 2<sup>nd</sup> Staff initials \_\_\_\_\_ Check Received \_\_\_\_\_

Placed on Church Calendar \_\_\_\_\_

Comments \_\_\_\_\_ (Which vans assigned?) \_\_\_\_\_

<sup>1</sup> If film has a web-site that address would be helpful.

<sup>2</sup> If children are involved, this person will be responsible for the enforcement of the child protection policy and must be currently Child Protection Policy Approved.

<sup>3</sup> This will not be approved if Child Protection Persons fail to sign personally.

September 12, 2006