

Facilities Use Set Up

Date of Event _____ **Time of Event** _____

Normal church activities take precedent

Proposed Place _____

◆AFLC

Media Center _____

Kitchen _____

Gym _____

Classroom(s) _____ (*how many*)

Conference room _____

Tables Needed:

Banquet rounds (how many tables) _____ How many chairs at each _____

Rectangle tables (how many tables) _____ 6ft _____ 8ft _____

Lecture Style # tables _____ # chairs _____

Theatre Style (# to accommodate) _____

Equipment Needed:

__Projector __TV/DVD __Dry Erase board __Lectern __Microphone(s)____

◆AMBC

__Sanctuary

__Kitchen

__Basement (# to accommodate) _____

Classrooms(s)____

Equipment Needed:

__Projector __TV/DVD __Dry Erase board __Lectern __Microphone(s)_____

If event is to be held off-site, what are the financial and contractual obligations associated with holding this event at this site _____

Guest Speaker (s)(must be approved by Pastor)

Name _____

Church Affiliation _____

Contact Information _____

Estimated Cost of Event _____

✚ Outline cost of meals, cost of facilities, guest speaker honorariums and gifts, printing, decorations. Present a detailed budget specifying costs associated with each line item

- ✚ Meals _____
- ✚ Cost of Facilities _____
- ✚ Guest Speaker Honorarium _____
- ✚ Travel for Guest Speaker _____
- ✚ Lodging for how many nights _____
- ✚ Printing _____
- ✚ Decorations _____
- ✚ Advertising _____
- ✚ Other (please specify) _____

How Event will be Funded _____

- ✚ Will there be an admission charge or free will offering?
- ✚ If admission is charged what amount _____

Proposal submitted by _____

Contact information

Phone _____ Email _____

Date Submitted _____

Approved _____ Disapproved _____ Date _____

Revised March 2017