

Rolling Oaks Baptist Church

Event Planning/Scheduling Request

Date of Request: _____

EVENT INFORMATION

Date(s) of Event: _____ Event Time: Start: _____ Finish: _____

Name of Event: _____

Sponsoring Ministry: _____

Contact Person: _____ Cell: _____ Home: _____ Email: _____

Purpose of Event: _____

Distribution

___ Church Bulletin ___ Main Church Sign ___ Wenzel Church Sign ___ Church Website ___ Church Calendar

BUILDING SPACE REQUIRED:

___ Sanctuary ___ Break Out Rooms ___ Fellowship Hall ___ Kitchen ___ Nursery ___ SS Classrooms

___ Portable #1 (Ada) ___ Portable #2 (Mission) ___ Portable #3 (Youth) ___ Portable #4 (Rear)

TECHNICAL REQUIREMENT

___ Sound Booth ___ South Booth Tec ___ Audio System ___ Visual System

OUTSIDE REQUIREMENTS:

___ Side Parking ___ Rear Parking ___ Courtyard ___ Main Field (Crosses)

___ Post Event on Signs ___ Sign Poster Notified on: _____

Message for Sign: _____

CLEAN-UP/LOCK-UP

POC for Clean-up: _____ Cell: _____ Home: _____

POC for Lock-up: _____ Cell: _____ Home: _____

ROBC USE ONLY

Date Bldg. Com: _____ Date Grounds: _____ Date Tech: _____ Date Sign: _____

Date Distribution _____ Approved by: _____ Date: _____

Use Back for Additional Information