

OFFICE USE ONLY

Approved by: _____
 Date Approved: _____
 Confirmed: _____
 Copies to:
 Sexton ___ Hostess ___ A-V ___
 Fees: _____ Per: _____

 Other: _____

Church Calendar Planning Form

Voice: 276-669-8191

Fax: 276-669-5082
info@fbcbristol.org

In order to help us coordinate multiple schedules effectively, please submit this form at least two weeks prior to any event. **Church committees, groups, or classes may request room reservations by phone.**

Please submit a separate form for each event or date requested. Events that cover more than one day (weddings, conferences, etc.) may be submitted on one form. Repeating events (such as monthly meetings) may be submitted on one form.

Calendar requests will be considered at Staff Meeting each Monday afternoon. Requests are not approved until after this meeting. You will be contacted to confirm your request.

<u>For specific information about</u>	<u>Contact</u>	<u>Phone</u>
Audio-Visual Support	Mark Fuller	423-383-5056
Church Van	Harry Scanlan	423-652-1635
Food Service	Margaret Myers	423-538-3480
General Calendar Questions	Kathy Cumbow	276-669-8191
Weddings	Kathy Cumbow	276-669-8191

Event: _____

Event Date(s): _____

Space Requested:

Room/Location	Date	Day	Reserve Times
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Actual Time of Event: _____

Sponsoring Organization: _____

Contact Person: _____ FBC Member? _____

Contact Address: _____


Contact Phones: Home: _____ Work: _____
 Cell: _____ Fax: _____

Contact Email: _____



Equipment Setup Requested (tables, podium, chairs, etc.):

Rosser Hall



Sound Support Requested? Yes ___ No ___ If "yes," what are your needs?

Food or Beverage Service Requested? Yes ___ No ___ If "yes," what are your needs?

Other Needs:

PLEASE NOTE: Any charges for setup, clearing the stage, sound, food service, consumables, or other expenses will be billed to the sponsoring group. Fees are specified in the church *Building Use Policy*.

