

EVENT/VEHICLE REQUEST – FIRST BAPTIST CHURCH OF RICHLAND

MANUAL FILL-IN

TODAY'S DATE		DATE RECEIVED IN OFFICE	
MINISTRY NAME		<input type="checkbox"/> FACILITY <input type="checkbox"/> VEHICLE <input type="checkbox"/> OFFSITE	
EVENT NAME		EVENT DATE/S	
REQUESTED BY	PHONE NUMBER	EMAIL	
EVENT START TIME	SET-UP START TIME	REOCCURRING	# ATTENDING
EVENT END TIME	TAKE DOWN END TIME	WEEKLY <input type="checkbox"/> TILL WHEN MONTHLY <input type="checkbox"/>	
<input type="checkbox"/> I HAVE KEYS AND WILL BE RESPONSIBLE TO OPEN/LOCK-UP AND ALARM THE FACILITIES. <input type="checkbox"/> I NEED TEMPORARY KEYS AND WILL BE RESPONSIBLE TO OPEN/LOCK-UP AND ALARM THE FACILITIES. <input type="checkbox"/> I WILL ARRANGE FOR SOMEONE WHO HAS KEYS TO BE RESPONSIBLE TO OPEN/LOCK-UP AND ALARM THE FACILITIES. <i>NAME OF THE PERSON YOU HAVE ARRANGED TO OPEN/LOCK AND ALARM THE FACILITIES:</i>			
ROOM/S NEEDED (SEE BACK FOR FACILITY LAYOUT)			
NEEDS AND/OR ADDITIONAL INFORMATION			
VEHICLE REQUEST: <input type="checkbox"/> WHITE VAN <input type="checkbox"/> BLUE VAN <input type="checkbox"/> SMALL TRAILER <input type="checkbox"/> LARGE TRAILER Van usage is limited to a 50 mile radius of FBC			

ADDITIONAL EVENT REQUESTED			
TODAY'S DATE		DATE RECEIVED IN OFFICE	
MINISTRY NAME		<input type="checkbox"/> FACILITY <input type="checkbox"/> VEHICLE <input type="checkbox"/> OFFSITE	
EVENT NAME		EVENT DATE/S	
REQUESTED BY	PHONE NUMBER	EMAIL	
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ROOM/S NEEDED (SEE BACK FOR FACILITY LAYOUT)			
NEEDS AND/OR ADDITIONAL INFORMATION			
VEHICLE REQUEST: <input checked="" type="checkbox"/> WHITE VAN <input type="checkbox"/> BLUE VAN <input type="checkbox"/> SMALL TRAILER <input type="checkbox"/> LARGE TRAILER Van usage is limited to a 50 mile radius of FBC			

- David Stjern
- Dan Nelson
- Pastor Jim Mailloux
- ADDITIONAL STAFF INPUT – see below

- NON FBC EVENT
- KITCHEN
- WEDDINGS Jennifer Stachofsky (facility coordinator)
- SHOW ON WEB CALENDAR
- SHOW ON MONTHLY E-MAIL CALENDAR

Ground Floor
100, 300, 400 areas

