

FBCN Communication Request Form

Requests must be submitted at least 10 days prior to event and returned to church office no later than Monday at noon (for consideration at Tuesday morning staff meeting).

- Facility/Resource Use Bulletin Calendar Request News From Pulpit/Announcement

Today's Date _____

Name of Event _____

Date of Event _____

Description of Event: _____

Event Start Time _____ AM PM

Event End Time _____ AM PM

Set up _____ (hours/minutes)

Clean up _____ (hours/minutes)

Person Responsible _____

Phone # _____

Email _____

SELECT MINISTRY

- | | | | | |
|---|--|---|--|--|
| <input type="checkbox"/> Administration | <input type="checkbox"/> Church Wide | <input type="checkbox"/> Missions | <input type="checkbox"/> Senior Adults | <input type="checkbox"/> Women's |
| <input type="checkbox"/> Adult | <input type="checkbox"/> College | <input type="checkbox"/> NOT Church Related | <input type="checkbox"/> Single Adults | <input type="checkbox"/> Worship & Music |
| <input type="checkbox"/> AWANA | <input type="checkbox"/> Deacon | <input type="checkbox"/> Office Staff | <input type="checkbox"/> Sparkle | <input type="checkbox"/> Visitation |
| <input type="checkbox"/> Children | <input type="checkbox"/> Disaster Relief | <input type="checkbox"/> Outreach | <input type="checkbox"/> Student | |
| <input type="checkbox"/> Choir | <input type="checkbox"/> F.A.I.T.H. Riders | <input type="checkbox"/> Pastoral | <input type="checkbox"/> Sunday School | |
| <input type="checkbox"/> Committee | <input type="checkbox"/> Men's | <input type="checkbox"/> Preschool | <input type="checkbox"/> Weddings | |

SELECT FACILITIES

Family Ministry Center (north)

- Conference Room
 Classroom # _____
 Gym
 Kitchen

Modular Buildings (north)

- Modular A-1
 Modular A-2
 Modular B-1
 Modular B-2

Sanctuary (south)

- Classroom # _____
 Fellowship Hall
 FH Kitchen
 Sanctuary

SELECT RESOURCES

Equipment

How Many?

- Chairs _____
 Round Tables _____
 Rect Tables _____

Video Equipment

- Projector
 Sound System
 TV w/DVD player

Child Care

ages

How many?

- Preschool _____
 Children _____

Transportation

- Van #1 Van #2 Van #3

Trailers

- 10 Ft Cargo 12 Ft Utility (flatbed) 16 FT Cargo/Concession

If you will be driving a church van, we must have a copy of your drivers license and you must be between the ages of 21 -71.

Note/Special instructions :

Approved

Denied

Office Use ONLY

Date _____

Date _____

- Web Calendar Outlook
 Scan Copy File
 Sent Copy Notified
 Book

Need More Information _____ Date _____

Deposit Type:

Deposit Amt:

Deposit Returned:

FAX 405-391-6268

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Revised 08/17/2016