

# 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/mins)

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  
 Date \_\_\_\_\_   
 Date \_\_\_\_\_

#### Office Use ONLY

- 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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