

# FBCN Communication Request Form

All requests must be submitted at least **10 days before your event** and returned to the church office by **Monday at noon**.  
This ensures that your event can be advertised in a timely manner for the best chance of success.

- Facility/Resource Use     Bulletin     Website     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"/> Deacon             | <input type="checkbox"/> Outreach      | <input type="checkbox"/> Weddings       |
| <input type="checkbox"/> Adult          | <input type="checkbox"/> Giving Tree        | <input type="checkbox"/> Pastoral      | <input type="checkbox"/> Women's        |
| <input type="checkbox"/> AWANA          | <input type="checkbox"/> Men's              | <input type="checkbox"/> Preschool     | <input type="checkbox"/> Worship/ Music |
| <input type="checkbox"/> Children       | <input type="checkbox"/> Missions           | <input type="checkbox"/> Senior Adults | <input type="checkbox"/> Visitation     |
| <input type="checkbox"/> Committee      | <input type="checkbox"/> NOT Church Related | <input type="checkbox"/> Sunday School | <input type="checkbox"/> Other _____    |
| <input type="checkbox"/> Church-Wide    | <input type="checkbox"/> Office Staff       | <input type="checkbox"/> Student       |   |

## 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

If your event requires childcare, please arrange it with the Children's and/or Preschool ministries involved. Every adult must complete a background check through our church before working with or around anyone under the age of 18.

### Transportation

- Van #2     Van #3

### Trailers

- 10 Ft Cargo     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: \_\_\_\_\_