

FACILITIES REQUEST (due 2 weeks prior to event)

Revised 10/1/08

Today's Date ____/____/____

Submitted by _____

Phone # (s) _____

E-mail address _____

Name of Function _____

Date(s) of Meeting ____/____/____ - ____/____/____

Ongoing? Yes No Day of Week/Month _____

Date Exceptions: _____

Meeting start time _____ (published on church calendar)

Meeting end time _____

Set-up start time _____ Set-up end time _____ (if applicable)

Requested Room(s)

1st choice - _____

2nd choice - _____

Estimated # attending _____

Is childcare needed? Yes No

If yes, a list of names, ages and allergies for each child MUST be submitted to greg.teel@vgbc.org 7 days prior to the event, or childcare will not be provided. A Request for Childcare form is available at www.vgbc.org/facilities.

Equipment Needs

TV/VCR/DVD

Speaker Stand

Sound Requirements*

Video Requirements*

Tables # _____

Chairs # _____

Other _____

*Sound & Video Technicians need to be contacted *at least 1 week* prior to scheduled meeting.

Resource Checkout

Tables # _____ Chairs # _____

Other _____

Pick-up Date: _____

Return Date: _____

Information Booth Sign-up

(available for 2 consecutive weeks)

Dates Requested:

Week 1 _____ Week 2 _____

Van Reservations

Date(s) _____

Dodge (15) Chevrolet (12) Chrysler (7)

Driver(s): must be on file with the church office for insurance

Driver 1 _____

Driver 2 _____

Driver 3 _____

Set up information or other comments?

Publicity Deadlines

Vista News Weekly Insert &/or Power Point - Tuesday before Sunday bulletin

Full page bulletin insert - two weeks before Sunday bulletin (1st come, 1st serve - limited availability)

Vista Voice Newsletter - articles, notices, calendar items: at least two weeks before 1st of month. Please call office for current schedule.

____ Scheduled Approved by: Initials _____ Date _____

Click to submit by e-mail
or fax to 719-548-9597