

OAPC Scheduling Form

Event is not confirmed for the church calendar until approved. (ck. www.oapc.net Interactive Calendar)

Activity/Event: _____; **Location(s):** _____

Event Date: ___/___/___ Day of Week: _____ OR

Date Range: ___/___/___ to ___/___/___; (*circle*): 1st 2nd 3rd 4th 5th, Mon. Tues. Wed. Thurs. Fri. Sat. Sun.

Event Time: Starting: _____ Ending: _____; Time needed for set-up/decorating: _____
for break-down/clean-up: _____

Equipment: Sanctuary Screen _____; **to be checked out by Staff Liaison:** LCD projector _____, Laptop _____;

Transportation: 2016 Bus _____ 2003 Bus _____; Driver(s) from approved driver list: _____

Responsible Contact (member who agrees to be present at event): _____

Phone: _____; Email: _____; Sponsoring Committee: _____

Room Set-up (diagram, show entry door): # of chairs: ___; # of rectangular tables: ___; # of round tables ___
(sample setups are available: <http://images.acswebnetworks.com/1/2847/Roomsetuptoptions.pdf>)

Food Purchase and/or Preparation/Supplies – 14 day notice required.

NOTE: Sponsoring Committees are responsible for clean up after the meal and taking trash to outside dumpster.

Expected # attending: children: _____; youth/adults: _____; Type of meal: _____

Leave Food in: Fellowship Hall Kitchen _____ or: _____

Requested items & quantities:

Doors/ Facility Access Request

Appropriate doors* will be scheduled to **unlock 15 minutes before the event begins** and will **lock 15 minutes after the event starts.** (Participants may exit the building, but not reenter when the doors are locked.) *For the main building, this would be the Welcome Center main and side doors; the PSC requires a key. **If additional doors or times are needed, please identify door(s) and times:**

Questions: contact Louise Kerr in the Church Office -- email: lkerr@oapc.us, or 803-327-2006, ext. 279.

For office use only: Date entered: ___/___/___ Door(s): _____ Unlock: _____ Lock: _____
Copies: Setup _____ Food Service _____ Bus. Adm. _____ Other _____; date: ___/___/___
Fees/Amount: \$ _____, \$ _____; rec'd. _____; Deposit: \$ _____, rec'd. _____