

# OAPC Scheduling Form

**Event is not confirmed for the church calendar until approved.** (ck. [www.oapc.net](http://www.oapc.net) Interactive Calendar)

**Activity/Event:** \_\_\_\_\_; **Location(s):** \_\_\_\_\_

**Event Date:** \_\_\_/\_\_\_/\_\_\_ Day of Week: \_\_\_\_\_ OR

**Date Range:** \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_; (*circle*): 1<sup>st</sup> 2<sup>nd</sup> 3<sup>rd</sup> 4<sup>th</sup> 5<sup>th</sup>, 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 \_\_\_\_\_

## 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 Kitchen** (*circle*): Fellowship Hall or Activities Center

**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; for the Activities Center, this would be the side door. PSC & Hut require a key. **If additional doors or times are needed, please identify door(s) and times:** \_\_\_\_\_

Questions: contact Louise Kerr in the Church Office at 803-327-2006, ext. 226, or email: [lkerr@oapc.us](mailto:lkerr@oapc.us).

*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. \_\_\_\_\_