

Request/Strategic Planning Form

(Please fully complete and submit at least 30 days before the scheduled Event)

EVENT DATE/ TIME Start/End _____ Date Submitted _____ Date Office Received _____

Name of Ministry _____

Servant Leader _____

Contact Name _____ Phone # _____

Contact Email Address _____ Alt. Phone # _____

EVENT INFORMATION

Description of Event _____

Event Set Up Date/ Time _____ Clean Up End Date/Time _____

Purpose/Goals for Event (Must align with the vision statement for BBC) _____

LOGISTICS INFORMATION

Number of Participants Expected _____ (125 limit for any event serving food)

Space Requested Sanctuary Multi-Purpose Room (125 Max) Café Chapel Nursery
 Meeting Room 2A Meeting Room 2B Kitchen Side Kitchen Junior Classroom (Lower Level)
 Third Floor Other _____

Set-Up Requested [attach layout/floor plan(s)]

Pulpit Furniture cannot be moved. All rearranged furniture must be returned to original setup.

_____ Round Tables _____ Square Tables _____ Chairs

Equipment Requested

Projector Microphone Podium TV/VCR Piano Easel Other _____

Partnering Ministry Requested Nursery Parking Ushers Transportation Audio Visual

Security Trustee/Credit Card Machine Other _____

Culinary – Note: All events serving food, whether internal/external prep/catering, must contact the Culinary Ministry Leader to confirm kitchen usage & guidelines.

Supplies Requested *Cost will be added to the cost of your event and subtracted from your budget. Specify

meal supplies in multiples of 25 people. Meal = \$12.50 per 25 people. Snack setup = \$6.25 per 25 people

Meal Setup (cups, napkins, dinner plates, forks, spoons, knives) \$12.50(per 25) X _____ = \$ _____

Snack Setup (cup, napkins, small plate, forks) \$6.25 (per 25) X _____ = \$ _____

Trash Bags _____ Other _____

ADVERTISEMENT REQUESTS

(Church office pre-approves all Advertisement)

- Sunday Morning BBC (Video) BBC TV (Mansion Side Entrance) BBC Weekly (Email)
- Facebook Twitter Sheleton Church Bulletin ELance (Flyer Design – Additional Cost)

TRANSPORTATION REQUESTS

(Church vehicles can only be driven by an Authorized Transportation Ministry Driver)

Vehicle(s) Requested 25 Passenger Bus 14 Passenger Bus 6 Passenger Van

- Handicap Accessible Bus (Seats 14 passengers & 10 passengers with wheelchairs)
- Food Van (No Seats in Van) this vehicle is unavailable on the 3rd Saturday of each month

Destination _____ Mileage _____

Depart Time _____ Return Time _____

EVENT FINANCE/BUDGET SUMMARY

(MUST BE COMPLETED before submission. Trustee approval according to your Ministry’s budget.)

EXPENSE	DETAIL	COST
Books		
Decorations		
Food		
Fuel	Determined by Transportation Ministry	
Musicians		
Speaker*		
Supplies		
Other		
TOTAL		

- Pre-approval required by the Church Office

FOR OFFICE USE ONLY

Signatures Required

	Rev. Tamiaka N. Gerow (BBC events)	Brenda Benson (external events)	Trustee LaTanya Holiday King	Minister Robin Hinton
Date of Approval				

Comments/Additional Information Requested
