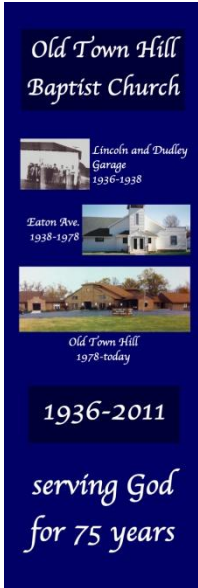


Old Town Hill Baptist Church

Event Request Form



Today's Date _____ Select one: New Request Update Existing Request

Event Date _____ Start Time _____ End Time _____

Recurring or Other Dates _____

Ministry / Person _____

Event Name _____

Event Purpose _____

Contact Person _____ Phone # _____

Rooms Needed _____

Setup date/time _____ Tear Down date/time _____

Can you lock/unlock the church and set the alarm? _____

Equipment You Will Set Up

Do you need tables? _____ How many round tables? _____ How many rectangular tables? _____

Do you need folding chairs? _____ How many? _____

Equipment We Will Set Up (you do not have to reserve equipment that is already in the room you are reserving)

Do you need sound equipment? _____ Do you need someone to run sound? _____

- Check all of your sound needs:
- microphones, (how many?____) CD player
 - instruments (describe _____) mp3 cable
 - sound for a projector/TV
 - extra speakers (describe _____)

Do you need video equipment? _____ Do you need someone to run the video equipment? _____

- Check all of your video needs:
- projector screen
 - television DVD player
 - VCR player overhead projector
 - laptop PowerPoint remote

Advertising

Would you like it in the bulletin? _____

Do you have a graphic or flyer you want to use? _____

What information do you want in the bulletin? _____

Would you like the event on the website? _____

Is there a certain webpage on www.oldtownhill.com? _____

Do you have a graphic or flyer you want to use? _____

What information do you want on the website? _____

Other

Are you providing a nursery? _____ *It is your responsibility to get nursery workers.*

If you use either of the kitchens, you have to wash your dishes, clean the counters, and clean the floors after you are finished.

If you use the gym, you have to make sure the floor is clean and free from scuff marks after you are finished.

If you use the game tables in the youth rooms, you are responsible for any broken or missing items.

Is there any other information that we need to know? _____

Signature and Date

signature

date