

Bethlehem Baptist Church Event Request & Facility/Equipment Rental Form

(This form is to be used for all events except Weddings & Baby Showers)

General Information

Today's Date ___/___/___

Event: _____

Date(s) of Event: _____

Event Time: _____ to _____

* Reserve Time: _____ to _____

(*Small events please reserve 1 hour prior to your event for set up and reserve 1 hour after for clean-up. For large events please reserve 4 hours prior to your event and reserve 2 hours after for clean up)

Number Expected for Event _____ Set-up Requirements: _____

How will event participants' entry be controlled?

Pre-sold tickets Admission fee at door Free admission to all Pre-registration members/guests

Will there be a financial charge to attendees? Yes No How much will it be? _____

Will an offering be taken during the event? Yes No (if an offering is taken a 10% donation is requested)

Will anything be sold or distributed in association with the event? Yes No Security Needed? Yes No

Event Chairperson: _____

Day-time Phone _____ Home Phone _____ E-Mail _____

Organization: _____ Chairperson's Signature: _____

The following facility/equipment is requested to be reserved: (Please note Bethlehem is a smoke free/alcohol environment)

Main Building

Christian Life Center

Equipment Rental

Sanctuary (*pulpit not included) Multi-Purpose Facility Tables (rectangle tables only) ___# requested

*Pulpit in Sanctuary (please note permission from the Pastor must be granted prior to using the pulpit)

Fellowship Hall Dining Room Chairs (metal folding chairs) ___# requested

Classrooms # ___ requested Green Room Portable Sound System

Choir Room Classrooms # ___ requested

Kitchen* Kitchen*

*Kitchen Facility requested (please note in order to use kitchen requestor must attend training class from Culinary):

Food Prepared in Kitchen Food Brought In BBC Catered Dinner

Limited Kitchen Needs (Servery area: ice, water access, warmers) Wait Staff

Audio/Visual Needs:

Recorded Music: ___ CD ___ Cassette ___ DJ ___ Other (explain) _____

Live Music: ___ Soloist ___ Small Group ___ Choir ___ Band Special Lighting Sound Check

Monitor Screens Request for Event Recording: ___ Audio ___ Video Microphones: ___# Requested
(Lavalier (lapel) microphones are not available)

Instruments: ___ piano ___ organ ___ drums ___ amps for guitar/keyboards

Please note room arrangement instructions:

Banquet Style round table (8 seats) ___ of tables Linen Extended stage

Banquet Style round table (6 seats) ___ of tables Fine China Extended stage w/ head table

Worship Setting Extended stage w/ pulpit furniture

You will be notified within seven (7) business days concerning approval/disapproval of your event.

Security Deposit Information:

Deposit Refund check made payable to (please print name or organization): _____

Address: _____

(Please allow 10 business days for return of security deposit)

For Office Use Only:

Approve Disapprove; Reason _____

Event Planning Coordinator _____ Date ___/___/___

Date Deposit Paid ___/___/___ Amount of Deposit \$ _____ Date Deposit Refunded ___/___/___ Amount of Refund \$ _____

Date Entered on Church Calendar ___/___/___ Event Chairperson notified (date) ___/___/___



Bethlehem Baptist Church Event Checklist

Use this basic checklist to assist your group in planning a successful event.

Event Authorization (3 months before event)

- Event Request Form completed & approved Presidents Signature: _____ Date _____
- Event Pre-Planning Meeting Scheduled *(see below)* Date: _____
 - Event is approved by Event Planning Coordinator Signature: _____
 - Event is approved by Dr. Baldwin, Pastor Signature: _____
(All guest speakers must be approved by the pastor prior to extending the invitation to guest speaker)
 - Event is approved by Ministry Cluster Leader Signature: _____
 - Event is approved by Finance Representative Signature: _____
 - Event is approved by Minister of Music Signature: _____
(Must be approved if rehearsals, instruments, sound, A/V, etc. is needed also for any singers or choirs invited or involved)
 - Event is approved by Youth Director *(If youth are involved)* Signature: _____
 - Event is approved by Culinary President Signature: _____
(If kitchen or kitchen access is needed)

Event Planning (1-2 months before event)

Committees:

- Volunteers solicited for Planning Committee; keep list of names & phone numbers
- Subcommittees formed including set-up, clean-up, & break-down; chairpersons assigned
- Committee meetings scheduled: Date/Location: _____ Date/Location: _____

Program

- Complete program outline
(All guest speakers must be approved by Dr. Baldwin & all choirs must be approved by Bro. Tony Griffin prior to invitation; use Church Program Outline Form)
- Invite and confirm program guests *(After guest speakers have been approved by Dr. Baldwin and choirs have been approved by Bro. Tony Griffin)*
- Ministries notified: _____ Sound Ministry ___ Ushers ___ Greeters ___ Health Ministry

Budget

- Check request(s) submitted to Finance Representative Date submitted: _____

Security/Parking

- Law enforcement volunteers secured
- Parking assistants appointed

Kitchen

- Determine menu

Event Promotion (1-2 months before event)

- Schedule production meeting with event department leaders and committee chair *(ex. sound, set up, security, facilities tech)*
- Specific event information submitted to church office for publicity *(use Administrative Support Request Form)*
- Program outline submitted to church office
- Program guidelines given to participants if morning worship program *(see "Help, I'm on Program!" brochure)*

Event Implementation (20 days before event)

- Pay balance of fees to Bethlehem Baptist Church
- Schedule a production meeting with everyone involved with event
- Purchase supplies, materials, food, etc..
- Reconfirm all program participants; obtain bio from speaker
- Handouts copied. If needed, signage for room locations completed

Pre-Event (1-2 days before event)

- Schedule walk-through with Church Administration
- Conduct pre-event meeting with everyone involved with event

Event Day

- Arrive early for the event for set-up
- Post signs as necessary
- Greet guests / Have fun!
- Clean-up / Breakdown completed

Post-Event (1-2 days after event)

- Send thank you notes to participants/volunteers who worked extra hard
- Evaluate event with Ministry/Volunteers
- Prepare final financial reports

