

# 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 area)

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 \* 4 Harrison Bridge Road \* Simpsonville SC 29681

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\*Previous edition is obsolete

## 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 by Minister of Music 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



## Bethlehem Baptist Church Ministry Advertisement Request Form

The purpose is to maximize your advertising resources through print, video, and radio media.

(Deadline for advertisements: One (1) month in advance of event)

Date Submitted : \_\_\_\_\_ Requested by: \_\_\_\_\_

Advertisement/Publicity

Event: \_\_\_\_\_ Date & Time of Event: \_\_\_\_\_

Location: \_\_\_\_\_

Description/Purpose of the event: \_\_\_\_\_

Where would you like for the announcement to appear?

- Church Weekly Announcements (deadline: Wednesday by 6pm)
- Inside Screens for Easy Worship (deadline: Wednesday by 6pm)
- Church Printed Calendar (deadline: 18<sup>th</sup> of the month prior to your event)
- Church Newsletter (deadline: 18<sup>th</sup> of the month prior to your event)
- LED Outside Marquee (deadline: 1 month prior to your event)
- In-house videos/commercials (deadline: 1 month prior to your event)
- E-Blast to BBC Members and RRBA (deadline: 1 month prior to your event)
- Greenville News – Religious Section (deadline: 1 month prior to your event)  
(Advertisement will appear in Religious News section on Saturday)
- WJMZ – “What’s Going on in your Community” (deadline: 1 month prior to your event)  
(Advertisement will be announced on Sunday mornings from 6:00am – 12:00pm and weekdays 4:00am – 6:00am)

\* Please note:

- For Weekly Announcements and Newsletter Information Every effort will be made to publish your ministry information on the date you have requested, however if space is limited, the nearest date event will take precedence.
- All advertisements are subject to approval .
- Videos/Commercials must have approval from Dr. Baldwin prior to making your video. (If the Pastor is not available, contact your Cluster Leader.) All videos must be DVD's ONLY .
- Videos/ Commercials need to be submitted for review to the Minister of Music, Tony Griffin or the Event Planning Coordinator, Netta Williams one (1) week in advance to the date of the scheduled showing.
- The Minister of Music or the Event Planner will deliver the video/commercial to the sound ministry. Videos/Commercials must be kept between 30 to 60 seconds.
- (This does not apply to videos/commercials used during anniversaries or special events. This only applies to Video/Commercial spots shown during worship service.)

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*For Office Use Only:*

Signature of Person receiving request \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Placed in mailbox of: -Administrative Assistant      -Event Planning Coordinator      -Minister of Music      -Pastor

Has event been approved and placed on church calendar?  Yes  No

Completed by \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_



# Bethlehem Baptist Church Administrative Support Request Form

(Please allow Five (5) business days to complete your request.. Date submitted does not apply to the 5 business days)

Date Submitted: \_\_\_\_\_ Date Needed: \_\_\_\_\_

Requested by : \_\_\_\_\_ Ministry Leader's Signature: \_\_\_\_\_

Ministry Name \_\_\_\_\_ Cluster: \_\_\_\_\_

Phone No: \_\_\_\_\_ Email: \_\_\_\_\_

Copying  
# of copies \_\_\_\_\_

Postcards  
Quantity \_\_\_\_\_

Tickets (\*created & printed)  
Quantity \_\_\_\_\_  
\* Please attach what needs to be stated on your tickets

Booklets  
Quantity \_\_\_\_\_

Flyers (copied only)  
Quantity \_\_\_\_\_

Labels Printed For  
 Bethlehem Baptist  
 Reedy River Assoc  
 Enoree River Assoc  
 North Enoree Assoc

- Black & White
- Full Color

Flyer (\*created & copied)  
Quantity \_\_\_\_\_  
\* Please attach what needs to be stated in your flyer

Programs  
Quantity \_\_\_\_\_

Phone Tree Announcement Date of Announcement: \_\_\_\_\_

Please attach members name and phone numbers to be contacted. Please print what needs to be stated in your phone tree announcement.

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Submitted with Event request form

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*For Office Use Only:*

Signature of Person receiving request \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

Has event been approved and placed on church calendar?  Yes  No

Completed by \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_



# Bethlehem Baptist Church Event Evaluation for Volunteers

Your Name \_\_\_\_\_

Event \_\_\_\_\_ Event Date \_\_\_\_\_

Please circle the number which best represents your opinion and complete the statements with your thoughts. When complete, please drop off at the church office no later than \_\_\_\_\_. Thanks for your assistance.

	Poor				Excellent
<b><u>Event Preparation</u></b>					
Planning / Organization	1	2	3	4	5
Promotion / Advertisement	1	2	3	4	5
<i>Did we have enough advertising/PR for the event?</i>					
<b><u>Volunteer Assistance / Service</u></b>					
<i>Did we have enough volunteers? Did we execute the program in a professional manner?</i>	1	2	3	4	5
<b><u>Food</u></b>					
Menu Selection	1	2	3	4	5
Service	1	2	3	4	5
<b><u>Facilities</u></b>					
Cleanliness	1	2	3	4	5
<b><u>Equipment</u></b>					
Condition	1	2	3	4	5
<b><u>Overall Rating of Event</u></b>					
	1	2	3	4	5

The best thing about this event was: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What could we have done differently to make the event better/more productive? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Would we execute a similar program in the future? What changes would we make? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please make any additional comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## Bethlehem Baptist Church Event Evaluation for Facility User/Lessee

Your name \_\_\_\_\_

Event \_\_\_\_\_ Event Date \_\_\_\_\_

Please circle the number which best represents your opinion and complete the statements with your thoughts. When complete, please return during post-event walkthrough. Thanks for your assistance.

	Poor				Excellent
<b><u>Event Preparation</u></b>					
Courtesy of Church Administration	1	2	3	4	5
Planning / Organization	1	2	3	4	5
<b><u>Event Personnel</u></b>					
Courtesy	1	2	3	4	5
Availability	1	2	3	4	5
<b><u>Facilities</u></b>					
Cleanliness	1	2	3	4	5
<b><u>Equipment</u></b>					
Condition	1	2	3	4	5
<b><u>Overall Rating of Event Process</u></b>					
	1	2	3	4	5

The best thing about this event was: \_\_\_\_\_

\_\_\_\_\_

What could we have done differently to make the event better/more productive? \_\_\_\_\_

\_\_\_\_\_

Would you consider us for any future events? \_\_\_\_\_

Would you recommend us to others? \_\_\_\_\_

Please make any additional comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_