

STARR CHURCH EVENT/PROGRAM PLANNER SHEET FOR CHURCH CALENDAR

Title of Event: _____ Event Date: _____ Time: _____

Church/Church Group Event: _____ or Sponsoring Group: _____

Leader/Sponsor's Name: _____ Phone: _____

Expected target audience: _____ Attendance Expected: _____

Date of request: _____

Approved: _____ Denied: _____ Date: _____

Expected donation: _____ Rec'd: _____ Date: _____ Custodial Fee _____

Deciding Board: _____

Official Signature: _____

Date put on calendar: _____

How event will be promoted: _____

Preliminary Plan:

Will event have a charge to guests? _____ How much?: _____

Equipment / Supplies Needed: _____

Who's doing what? _____

Helpers / Assignments: _____

Key required? Yes No Provided by: _____ Date: _____

Key received signature: _____ Returned: _____

Staff / Board request/requirements: _____

For church group events, if plans are not fully in place by 2 months prior to the date scheduled, it may be removed from the church calendar. Events with less than 2 months lead time will normally be denied.

See reverse side for room set-up instructions.

**STARR PRESBYTERIAN CHURCH
ROOM SETUP REQUEST FORM**

Today's Date: _____

Date & Time of Event: _____

Building Need Time:

Time In: _____ Time Out: _____

Secondary Time: (if any) group plans to come in to set-up for event: _____

Location or Room: _____

Furniture needed: (please be detailed and specific):

Supplies needed: (please be detailed and specific)

Audio / Visual Equipment needed:

Kitchen Use/Kitchen Equipment needed:

PLEASE DRAW A DIAGRAM OF ROOM SETUP:

Name of Requestor: _____

Daytime phone: _____ Other phone: _____

PLACE COMPLETED FORM IN CUSTODIAN'S MAILBOX IN OFFICE