

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

Date Approved: \_\_\_\_\_

Approved By: \_\_\_\_\_

# CHURCH EVENTS AT A GLANCE

Rogers First Church of the Nazarene  
Phone: 479-636-1050 Fax: 479-631-6469

• **WHO**

Person providing information: \_\_\_\_\_

Person in charge of event: \_\_\_\_\_

Phone Contact: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Group/Department Name: \_\_\_\_\_ Group Size: \_\_\_\_\_

• **WHAT**

Name of Event: \_\_\_\_\_

Brief Description: \_\_\_\_\_

• **WHEN**

Days of the week:      Sun      Mon      Tue      Wed      Thu      Fri      Sat

Date(s) of event: \_\_\_\_\_

Beginning Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_

Departure Time (if applicable): \_\_\_\_\_ Set-up Time (if applicable): \_\_\_\_\_

• **WHERE**

Check one:     In-House                       Out-of-house event

Room(s) requested (by number): \_\_\_\_\_

• **SPECIAL INSTRUCTIONS**

Charges Applied: \_\_\_\_\_ Pd: \_\_\_\_\_

----- (Do Not Write Below this Line) -----

• **CONFIRMATION**

Confirmation can be granted only by a Pastor or the Administrative Secretary and is final only when recorded in the office calendar.

Recorded on Calendar:     Yes     No      Date \_\_\_\_\_ Initials \_\_\_\_\_

Key Issued: \_\_\_\_\_ Key Returned: \_\_\_\_\_

Person Opening Building: \_\_\_\_\_ Closing: \_\_\_\_\_

*(All rooms are to be cleaned & returned to normal set-up following the event)*

• **HOW**

**Room Needs**

- Round Tables # \_\_\_\_\_
- 8 ft Long Tables # \_\_\_\_\_
- 5 ft Long Tables # \_\_\_\_\_
- Lectern/Podium
- Easels # \_\_\_\_\_

**Audio/Visual Needs**

- Sound System
- Mics # \_\_\_\_\_
- CD/Tape Player
- TV/DVD/VCR
- Video Projector
- Screen

**Kitchen**

- Food Service
- Food Preparation
- Refrigerator Space
- Freezer Space

**Food Service Needs**

*(provided for church events only)*

- Dinner Plates
- Dessert Plates
- Bowls
- 8oz Cups
- 12oz Cups
- Napkins
- Flatware
- Coffee/Tea/Lemonade

**Nursery/Childcare**

- All-Church *(staff provided)*
- Group *(facility only)*

**Athletic Equipment**

- Basketball goals/balls
- Volleyball nets/balls
- Other: \_\_\_\_\_

**Vehicle (s)**

- #1 Key (s): \_\_\_\_\_  
Driver \_\_\_\_\_
- #2 Key (s): \_\_\_\_\_  
Driver \_\_\_\_\_
- #3 Key (s): \_\_\_\_\_  
Driver \_\_\_\_\_
- Trailer