

# FHBC CALENDAR REQUEST FORM

## Instructions

1. Fill out top part of request form completely.
2. Turn in yellow form to church office (put in Brian's box).
3. Understand that the event is not on the church calendar and will not be promoted until approval has been granted. Someone from the FHBC office will contact you to inform you of approval.

Today's Date: \_\_\_\_\_

Request Contact Person: \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_

Email \_\_\_\_\_ Cell Phone \_\_\_\_\_

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

Ministry Department: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Time of Event: \_\_\_\_\_ am pm

Begin Set up (day) \_\_\_\_\_ (time) \_\_\_\_\_

Complete cleanup (day) \_\_\_\_\_ (time) \_\_\_\_\_

Number Anticipated \_\_\_\_\_

Room Requested

- Sanctuary
- Fellowship Hall
- Student Center
- Other \_\_\_\_\_

**Additional Needs (check all that apply)**

\_\_\_ TV/ VCR \_\_\_ Kitchen \_\_\_ Tables (# \_\_\_) \_\_\_ Chairs (# \_\_\_) \_\_\_ Sound System  
\_\_\_ Van (1 or 2) (name of approved driver \_\_\_\_\_)

**Promotion Requests:**

\_\_\_ FHBC Bulletin  
\_\_\_ FHBC Newsletter  
\_\_\_ [www.ferrishill.org](http://www.ferrishill.org)  
\_\_\_ Fliers  
\_\_\_ Sunday school  
\_\_\_ other \_\_\_\_\_

Staff Approval \_\_\_\_\_ Date \_\_\_\_\_