

Calvary Baptist Church (CBC) Event Promotion & Facility Request Form

This form is intended to provide Calvary Ministries and Staff with quality materials and necessary space for events. Event requests will be reviewed during the next scheduled Tuesday CBC Staff Meeting following submission of this form. The church office will notify the Project Contact as to the status of this event request.

THIS FORM MUST BE SUBMITTED AT LEAST 2 MONTHS BEFORE EVENT.
Submit *Completed* Form to the Front Office.

Please attach any additional information, design sketches, or special instructions to this document upon submission.

NAME OF EVENT: _____

SHORT DESCRIPTION OF EVENT:

DATE SUBMITTED: _____ DATE OF EVENT: _____

EVENT TIME: _____ SET UP TIME: _____ PROMOTION DATE(S): _____

When you would like promotional materials released.

EVENT LOCATION:

If on CBC Campus, include room name or number. Please keep in mind CBC campus closes at 10PM Weekdays, 6PM Saturday, and is unavailable for events on Sundays.

Location: _____ Room: _____

MINISTRY HOSTING EVENT: _____

PLEASE COMPLETE REVERSE SIDE BEFORE SUBMITTING!

PROJECT CONTACT

This person is responsible for communication with CBC Facilities and Promotional Team. This person will also act as project sign off for designs and project decisions.

NAME: _____

EMAIL: _____

PHONE: _____ TEXT OK? ___ Yes ___ No

ADDITIONAL SERVICES:

For CBC Campus events only. Check all that apply.

- Sound Tech (\$75 fee per day)
- Live Stream Operator (\$75 fee per day)
- Childcare (\$5 per child, per day - Minimum of 4 children required. Requirements waived if \$50 fee is paid)
- Projectionist/ Slides person (\$75 fee per day) *Slides must be turned in 2wks prior to event.*
- Custodial Services (\$75 TBA on Event Approval)
- Tables/ Chairs (Qty: _____) *Please attach any setup/ layout instructions to this document.*

PROMO MEDIA REQUEST(S):

Please check any that you prefer, but understand not all may be available depending on timeline or scope of project.

- cbclasruces.org Website Graphics Banner/ Announcement
- Social Media (Graphics/ Text Announcement, App push notifications)
- Announcement Slides
- Announcement Video
- Flyers (Qty: _____)
- CBC Campus Posters
- Other _____
- Newsletter (short description text only announcement)

Additional Info/ Special Instructions:

Please attach any additional notes or illustrations to this document.