

## ONLINE PROCEDURE FOR REQUESTING:

- USE OF FACILITIES
- FOOD SERVICE ITEMS
- TECHNICAL SUPPORT
- PUBLICITY

1. Check with the receptionist for availability of facilities. (No entry will be made on the Master Calendar until the event has been approved by the overseeing pastor. If the pastor is not available, the council chairperson may be contacted to make approval.)

If special items are needed for food service, at least four weeks advance notice is preferred.

2. Fill out all pertinent forms.

- a. *Request for Use of Facilities*
- b. *Request for Food Service Items*
- c. *Request for Technical Support*
- d. *Request for Publicity*

4. Email (Church@GBCSunCity.org) or bring in hard copies to the church office receptionist to obtain approval signature from the pastor (or council chairperson) who oversees your area of ministry. If the event is not approved, the overseeing pastor or council chairperson will contact you. Otherwise, you may assume your requests were approved.

5. When the event is approved and the forms bear the appropriate endorsements, the receptionist will enter the event on the Master Calendar and distribute the forms to the appropriate staff personnel:
  - a. *Use of Facilities* forms go to Ken Parsons.
  - b. *Food Service Items* forms go to Ken Parsons.
  - c. *Technical Support* forms go to David Brainard.
  - d. *Publicity* forms go to Linda Williams.