



CHECKLIST FOR

EVENTS AT BETHESDA

TODAY'S DATE: _____

NAME OF PERSON PLANNING EVENT: _____

PHONE (HOME & CELL): _____

MAILING ADDRESS: _____

WHAT EVENT: _____

WHEN (date, starting & ending times): _____

AREA TO BE USED: Fellowship Hall Crossroads Other (specify) _____

IS THE KITCHEN NEEDED: YES NO

*TABLES: TOTAL NEEDED _____

*ROUND _____

*RECTANGULAR _____

*CHAIRS: TOTAL NEEDED _____

SOUND SYSTEM: YES NO

If yes, what type of microphones, how many and set up: _____

(Church Staff _____ notified sound person _____ on _____.) Contact: Ardell Buller 402-363-9102 or Wilbur Epp 402-723-4210

TECHNOLOGY NEEDED: YES NO

*COMPUTER

*PROJECTOR

*DVD PLAYER

*SCREEN

(Church staff _____ notified technology person _____ on _____.) Contact: Gary Buller 402-366-6082, Brad Janzen 402-710-2779 or Arlin Hiebner 402-366-3062

FEES (excluding weddings):

Member: Event/Holiday - \$40 (includes kitchen if needed)

Non-Member: Event/Holiday - \$100 (includes kitchen if needed)

Exempt (specify exempt organization) _____

(i.e., Henderson Hospital/Nursing Home/Rosewood Court, Charitable Organizations.)

CONTACTS: Church Office – 402-723-4562

***Maintenance** – Monroe Sawatzky 402-710-8818 (cell) / 402-723-5264 (home) – **CONTACT AS SOON AS POSSIBLE AFTER BOOKING YOUR EVENT.**

***Kitchen Supervisor** – Jean Peters 402-723-4416 – **IF USING THE KITCHEN, CONTACT AS SOON AS POSSIBLE AFTER BOOKING YOUR EVENT.**

Copy of Checklist To: Maintenance (folder)
Sound (mailed)

Kitchen Supervisor (mailed)
Technology (mailed)