



Florida Boulevard Baptist Church

Calendar/Facilities/Equipment/Transportation Request Form

This completed request form should be submitted at least **TWO WEEKS PRIOR TO** the scheduled event.

Type/Name of Activity _____

Date of Activity _____ Sponsoring Ministry/Program/Organization _____

Person in Charge _____ Phone _____ Email _____

Facility Requested _____ On-Campus Off-Campus # of People Expected _____

Set-up/Decoration Date _____

Set-up/Decoration Time _____ AM/PM

Time Activity Begins _____ AM/PM

Time Activity Ends _____ AM/PM

Please publicize this event in these areas (check all that apply):

- Calendar Bulletin Power Point Prayer Guide
 Marquee Website Facebook

- Display Area:** #1 Welcome Center #2 Stairwell FH/Library
 #3 Fellowship Hall #4 E. Foyer/Rem. Wall #5 Foyer/Front Door

Please draw a diagram of the room set-up you desire.

EQUIPMENT

Please list all equipment needed for the event: (# of chairs, tables, TV/DVD/Computer, etc.)

TRANSPORTATION

Please indicate which vehicles are needed:

- 14 Passenger Van Driver: _____
 15 Passenger Small Bus Driver: _____
 25 Passenger Big Bus Driver: _____
 Trailer

Drivers must have proper license and insurance clearance BEFORE driving FBBC vehicles.

MISCELLANEOUS

- Sound/Lighting Technician Needed
 Nursery Needed Security Needed
 # of Preschoolers _____
 # of School-Aged _____

Special Notes/Comments: _____

Date Keys Checked Out _____ Returned _____

Person Checking Out Keys _____

Signature _____

FOR OFFICE USE ONLY

- _____ Date Form Received _____ Date Placed On Calendar
 _____ Staff Approval (Staff Member for Sponsoring Organization) _____ Administrator Approval
 _____ Copy to Maintenance _____ Copy to Nursery Coordinator _____ Pollicy Committee Review Needed
 _____ Copy to Sound/Lighting Technician
 _____ Other Copy to _____

WORK REQUEST

Date submitted _____

Date to complete _____

From: _____

Phone: Home _____

Work _____

Cell _____

Describe Task:

Paper Goods Request *for FBBC sponsored events ONLY*

PLATES:

Salad/Dessert _____

Dinner:

Sectioned _____

Regular _____

BOWLS:

Salad (large) _____

Dessert (small) _____

CUPS:

Large (12 oz.) _____

Small (6 oz.) _____

Styrofoam (12 oz.) _____

Styrofoam (8 oz.) _____

NAPKINS:

Luncheon Size _____

Dinner Size _____

PLASTIC UTENSILS:

Forks _____

Spoons _____

Knives _____

DRINKS:

Coffee _____

Tea _____

Water _____