

FBC Activity Scheduling Form



Today's date _____

Activity date _____ Beginning time _____ Ending time _____

Activity description _____

Contact person _____ Contact phone _____

Church-related activity? yes no

Publish activity? Newsletter? yes no Worship Folder? yes no

Publish date(s) [as space allows] _____

Location of event _____

Number expected to attend _____

Need child care? Children (4 & up) yes no How many expected? _____

Preschool (3 & under) yes no How many expected? _____

*If your activity is not a church-related activity, childcare will be provided at the cost of a minimum of 2 nursery workers depending upon the number of children expected. This is in compliance with our published Church Policies and Procedures.

ACTIVITY AWAY FROM CHURCH

Transportation needed? Bus? yes no Van? yes no

Destination _____

Destination phone _____ Cell phone _____

*Please leave a complete list of the people attending your outing with the office before you leave. This is necessary in case of an unforeseen emergency.

ACTIVITY AT CHURCH

What facilities/rooms needed? Kitchen MC AD 2 ROC Dr Gym

Pantry Sanctuary Other _____

Equipment needed _____

Fee required per published Church Policies and Procedures? yes no

Amount \$ _____

Special instructions for custodian _____

Please sketch desired room setup, including tables, chairs, etc. on the back of this form.