



FIRST
BAPTIST
CHURCH **LAKE ST. LOUIS**

2230 LAKE ST. LOUIS BLVD | LAKE ST. LOUIS, MO 63367 | WWW.FBCLSL.ORG | 636-561-8476

Title of Event: _____

Event Date: _____

Purpose of Event: _____

Staff Contact: _____

Point Person: _____

Point Person's Email: _____

Point Person's Cell Phone: _____

Registration Start Date: _____

Registration End Date: _____

Event Setup Time: _____

Event Start Time: _____

Event Stop Time: _____

Event Cleanup Time: _____

Is there a cost to participate? If so, how much? _____

Budget Expectations: _____

What church facilities and resources are you requesting: _____



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Please be specific about room set-up requests here: _____

Will you need any technology set-up? _____

Will childcare be available? _____

Are there any additional details that you are able to share? _____

For Office Use:

Approved on: _____

Staff Approval: _____

Communication Plan: _____
