

Event Scheduling Form Millville Church of the Nazarene

Events need to be scheduled at least 30 days in advance

Use this form to request a date to be added to the master calendar for **all activities** that require use of the facility, equipment, or the property including weekly classes and ongoing events.

Turn form into your Administrative Leadership Team Member for your ministry team.

Staff will approve your event and the church secretary will assign you a room if needed.

No room changes may be made without the approval of the church secretary.

Ministry Team _____

Date Request Made ___/___/___ Date(s) of event ___/___/___ - ___/___/___

___ Weekly event ___ Monthly event ___ Yearly event ___ One time event

Times facility is needed _____ AM _____ PM

Times of event _____ AM _____ PM

Event Information

Name of Event/Group: _____

Person in Charge: _____ Phone: _____

Purpose of Event: _____

Number of anticipated participants _____ Church Related Activity? ___ YES ___ NO

Location of Event

___ **At Church:** Room(s) needed: Sanctuary, Kitchen, Nursery, Children's SS, Stage wing L, Stage wing R, Living room JH, Breezeway JH, Boiler Room JH, Teen Loft JH (**Circle all that apply**)

___ **Outside Venue Facilities Needed:** Tent/Canopy, Fire Pit, Lighting, Sound, Journey HOME access, Side lot, Table setup, Chair setup, Grill, Other _____ (**Circle all that apply**)

___ **Off Campus:** Address _____

Phone: _____

Other Teams Needed:

___ Fellowship, ___ Worship, ___ Women's Ministries, ___ Men's Ministries, ___ Children's Ministries,

___ Youth, ___ Relevant, ___ Prayer, ___ Compassionate Ministries, ___ Service

(Team Leaders Initial if you have been contacted and agree to participate)

Need Church Van? ___ YES ___ NO

Need Promo in Bulletin? (*Please enclose promo*) ___ YES ___ NO

Need Promo in Free Newspaper? (*Please enclose info for free paper/cable advertising*) ___ YES ___ NO

Need Promo on Powerpoint ___ YES ___ NO

Need material Copied/Emailed? (*Please enclose/email originals with instructions*) ___ YES ___ NO

Please remember to consider clean up and set up crews, sound, sign up sheets, nursery care, and all promo. If another ministry team has not signed off on these then you are responsible for this!

OFFICE USE ONLY

Staff Approval: ___ YES ___ Date ___ NO ___ Reason: (*circle one*)

Form not complete (**see highlights**) Ministry Teams needed did not initial

Insufficient Information on Event Other (**see Staff for info**)

Facility not available (**see Church Secretary for possible reschedule**)