

# West Side Church Calendar Reservation Form

(fill out both sides)

Today's Date: \_\_\_\_\_

Ministry: \_\_\_\_\_ Event Purpose: \_\_\_\_\_

Advertised Name of Event (or name you will be using): \_\_\_\_\_

Event Date(s): \_\_\_\_/\_\_\_\_/20\_\_ ~ \_\_\_\_/\_\_\_\_/20\_\_

Event Time: Start: \_\_\_\_\_ End: \_\_\_\_\_

Setup Time: Start: \_\_\_\_\_ End: \_\_\_\_\_

Cleanup Time: Start: \_\_\_\_\_ End: \_\_\_\_\_

Description of Event:

\_\_\_\_\_  
\_\_\_\_\_

Contact Person: \_\_\_\_\_ Other Phone: \_\_\_\_\_

Main Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Room Reservation Request

Is there a specific room(s) you would like to request or would you rather have a room assigned to you?

Specific Room: \_\_\_\_\_  Please assign me a room  Church Van

Will room setup be required for this event?  Yes  No

If Yes, do you need a custodian to accomplish the setup?  Yes  No (sketch desired setup on back)

Expected number of adult attendees: \_\_\_\_\_

Will food be served?  Yes  No

If Yes, will the kitchen be required?  Yes  No

If Yes, who will be in charge of the kitchen for this event? Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Will sound or PowerPoint be required for this event?  No  Yes:  Portable Mic  Projector

If Yes, who will be in charge of the sound or video for this event? Name: \_\_\_\_\_

Phone: \_\_\_\_\_

## Communication Request

Are you also requesting communication to the congregation for this event?  Yes  No

If yes, please indicate which methods you would like to be considered:

Bulletin  Information Board  E-Mail  Weekly eNewsletter

Narthex Space  Verbal Service Announcement  Web/Facebook

Office Use:

Accepted  Needs key/s # \_\_\_\_\_ Checked out \_\_\_\_\_ Checked in \_\_\_\_\_  Needs more Info  Denied

Needs Elder Approval: Owner \_\_\_\_\_ Elder Decision \_\_\_\_\_

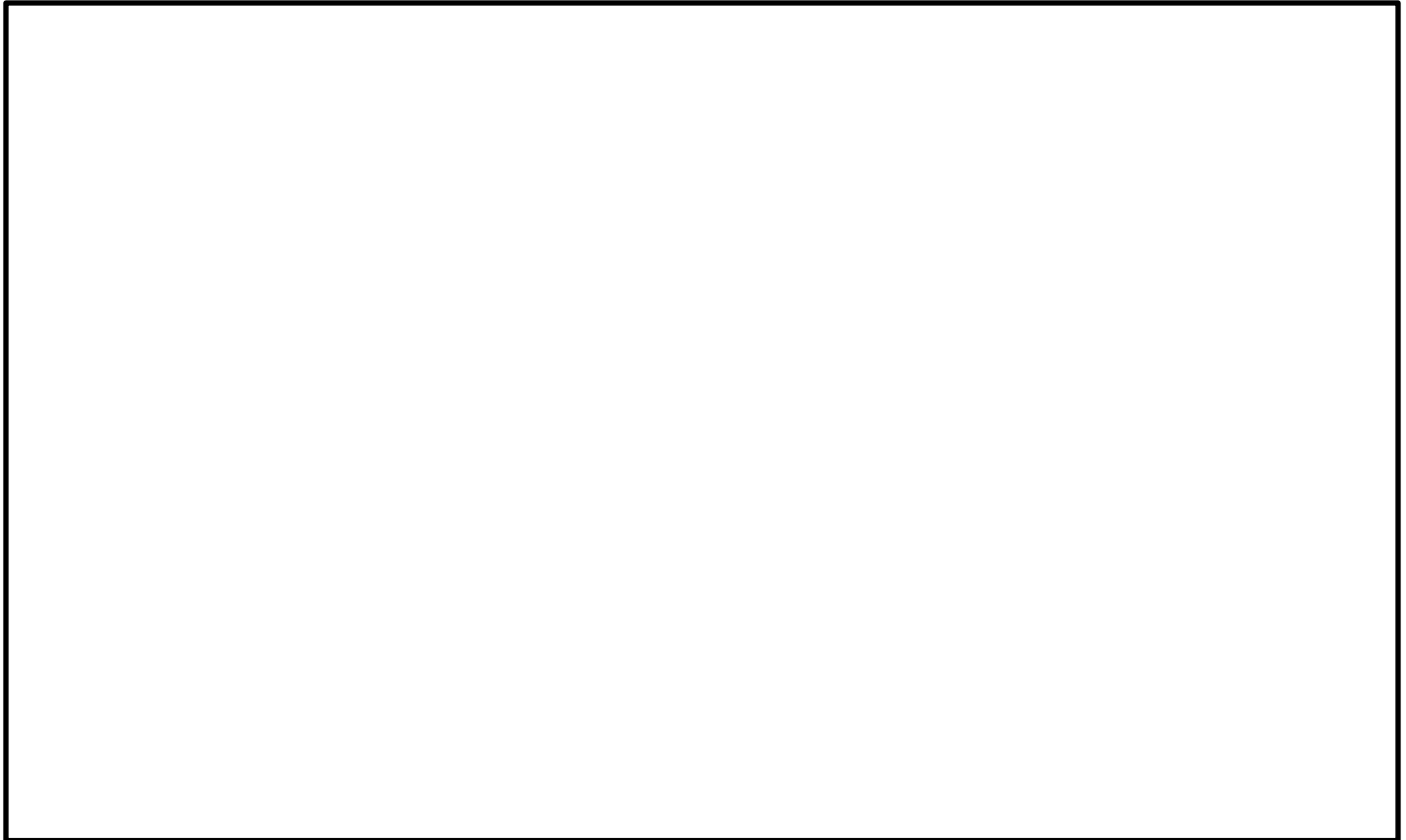
**Finance Office**

Will your event involve money?  Yes  No

If Yes, have you talked with Diane or Caryn in the Finance Office?  Yes  No

Will you need a check to be given to a vendor?  Yes  No

Sketch room layout below:



Other notes: