



## CALENDAR REQUEST FORM

Name of Event/Group \_\_\_\_\_

Date of Event \_\_\_\_\_ Time from \_\_\_\_\_ to \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_ Person coordinating the event: \_\_\_\_\_

Daytime contact # \_\_\_\_\_

Sponsoring Committee: \_\_\_\_\_ Chairperson  
Signature: \_\_\_\_\_

Duration of event: Weekly \_\_\_\_\_  
Bi-weekly (every 2 weeks) \_\_\_\_\_  
Semi-monthly (2x/month) \_\_\_\_\_  
Monthly \_\_\_\_\_  
One-time \_\_\_\_\_

### \*\*\*\*\* Please Note: Committee Chair Responsibilities

#### **Building Access/Fobs**

The Chair of the Committee sponsoring the event is responsible for arranging access to the building for the event by ensuring that the Event Coordinator has a fob and is given the necessary security training. If the event is a standard on-going event, that person may be supplied a fob by the office upon approval from the Minister and President.

If your event requires more than general notification and access to the building (category A), **please complete the second page of this form in its entirety to ensure that it has necessary set-up and staff coverage.**

#### **Room Assignment**

We will make every effort to accommodate your room preference. However, standing events may make this prohibitive. If you are co-sponsoring an event with an outside organization or group, *building rental fees are separate and may apply.*

**(SEE OTHER SIDE)**

**Please choose the category for your event and supply the requested information.**

\_\_\_\_ **Category A.** The sponsored event is primarily for or exclusively for church members. No special set-up is needed (or the sponsor will leave set-up as it was found) and no staff presence is required for entry, lock-up, sound or building monitoring (e.g. Dream Group).

Room preference is \_\_\_\_\_

\_\_\_\_ **Category B.** The event is primarily for or exclusively for church members. It does require some limited special set-up by staff (e.g. Movie Night) but no staff presence is required.

Room preference is \_\_\_\_\_.

Describe desired set-up. On another piece of paper, please draw a diagram and specify number of chairs and tables, direction they should face. If you need a DVD/VCR or flip chart, please indicate where.

\_\_\_\_ **Category C.** The event requires the presence of the sound technician or monitor *and/or* extensive staff set-up/take down or presence for the event. *Please note that many of these events (fundraisers, committee-sponsored community events) will be charged \$25 an hour (a minimum number of hours may apply) for set-up/take-down and staff presence on-site unless the fee is waived. All events using the sound system require the presence of staff or a member of the Sound Team.*

Does this require staff presence?

If so, in what capacity?

Out of what budget will staff be paid?

What room(s) do you want to reserve?

*On a separate piece of paper:*

**A)** Describe the overall event (number of participants, what it is, etc.) and the various elements (musicians, speakers, talk/back with microphone, panel discussion, transmissions to outer space etc.)

**B)** Provide a detailed diagram of set-up needed in each room.

Additional equipment requirements: (check if appropriate and indicate # if known)

Microphone(s) / sound system \_\_\_\_\_

Video playback? DVD \_\_\_\_\_

Riser(s) \_\_\_\_\_

VHS \_\_\_\_\_

Podium \_\_\_\_\_

Flip chart easel # \_\_\_\_\_

Other (describe)