

STEELE CREEK PRESBYTERIAN CHURCH AT PLEASANT HILL

FACILITIES REQUEST & EVENT INFORMATION FORM

Submitted to Administrative Assistant on _____

STEPS FOR PLANNING AN EVENT

1. Call Administrative Assistant to secure date on calendar
2. Fill out the following information as completely as possible.
3. Provide payment with completed application for events.
4. Provide any additional support needed for the event.
5. Make sure you receive a copy of the final event form.
6. Make sure all final information is correct, no changes later

DATE STEPS COMPLETED

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Event Information

Event name: _____

Group/Person Sponsoring: _____

Contact Phone Number: _____

Email Address: _____

Date(s) of Event: _____

Starting Time: _____

Ending Time: _____

No event will be allowed to continue past 10:00 pm

Is this a Fund Raiser & if so what type? _____

Event Activities: _____

Location Requested: _____

Responsible Party Address: _____

Final Cost: _____

Equipment Request

Microphones: _____

TV/DVD: _____

Podium: _____

LCD Projector: _____

Screen: _____

Easel(s): _____

Marker Board: _____

Flip Chart: _____

Registration Table: _____

Tablecloths: _____

Other Items: _____
