



EVENT SERVICES REQUEST

To secure your scheduled event on the North Shelby Facility Calendar, this form must be completed. The following steps should be followed to ensure proper coordination and maximum success of the proposed event.

The submission of this form does not constitute the approval of your event

1. Discuss the event with Ministry Leader
2. Fill out and submit this form within 10 days of event
3. Please return this form by email to kim@northshelbybaptist.org
4. NSBC staff review all requests prior to approval
5. You will receive an email notifying you of final approval
6. Please do not advertise your event until you have received final approval
7. To ensure that all health and sanitizing guidelines are followed, the church custodial staff are the only people authorized

Name of Event: _____ # of Attendees Expected: _____

Preferred Date: _____ Optional Date: _____ Start Time of Event: _____ End Time of Event: _____

Arrival Setup Time: _____ Departure Clean Up Time: _____ Room Requested: _____

Ministry/Group Involved: _____ Event Contact Name: _____ Phone #: _____

Select the services needed:

Kitchen Access

Sound Technician

Lighting Technician

Food Services: What ministry area is responsible for the cost of kitchen staff and food? _____

Food services approved by which ministerial leader: _____ Budget account _____
(required) (required)

*Please note that if additional custodial care is needed due to the date/time of your event, there will be an additional fee

If church vehicle is needed, please fill out a vehicle request form

Resources:

_____ 5ft Round Table

_____ Mics (Handheld)

_____ 6ft Rectangular Table

_____ Mics (Headset)

_____ 8ft Rectangular Table

Projection Screen

_____ White Tablecloths

TV (DVD)

_____ Ivory Tablecloths

Podium

_____ Black Tablecloths

Piano on Stage

_____ Chairs

Walls Up (Fellowship Hall)

_____ Music Stand

Risers Needed

Comments/Additional Resources Needed: _____
