



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. You will receive an email notifying you of final approval
5. NSBC staff review all requests prior to 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 to clean the building after any event

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: **(Some Services May Require a Fee)**

Kitchen Access **Sound Technician** **Lighting Technician** **Custodial** **Event Coordination/After Hours Access**

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

Food services approved by which ministerial leader: _____ Budget Account _____

Event Decorator _____ (required) _____ (required)

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

Resources:

_____ 5ft Round Table

_____ 6ft Rectangular Table

_____ 8ft Rectangular Table

_____ White Polyester Tablecloths
\$2.00 Fee Per Tablecloth

_____ Black Polyester Tablecloths
\$2.00 Fee Per Tablecloth

_____ Chairs

_____ Music Stand

_____ Registration Kiosk

Mics (Handheld) _____

Mics (Headset) _____

Projection Screen _____

TV (DVD) _____

Podium _____

Piano on Stage _____

Walls Up (Fellowship Hall) _____

Risers Needed _____

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

Comments/Additional Resources Needed: _____
