



EVENT SERVICES REQUEST

To secure your scheduled event on the North Shelby Facility Calendar, this form must be completed. Incomplete forms may not be approved! 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 at least two weeks prior to the 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 and may require followup information or questions.
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:

NO RNO RESOURCES NEEDED/ROOM STAYS AS IS

- ___ 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

Room set up needs are **required** to be submitted to the office **at least two weeks prior to your event**. We receive many event requests and want to utilize all resources effectively to meet all needs.