

Bethany Church of Sierra Madre

Request to Schedule Event

Event: _____

Date Request Submitted: ___/___/___ Requested By: _____

Desired Dates(s) – From: ___/___/___ To: ___/___/___ Days of the Week: _____

Alternate Date(s) – From: ___/___/___ To: ___/___/___

Reserve/Setup Time – From: _____ am/pm Cleanup To: _____ am/pm (circle)

Event Start Time – From: _____ am/pm Event End To: _____ am/pm (circle)

Room(s) Requested: _____

2nd Choice Rooms: _____

Room Arrangement: _____

(Sketch Room map on back page.) _____

Comment: _____

Will Event Need Kitchen Access? YES ___ NO ___

Nursery? YES ___ NO ___

Sound Technician? YES ___ NO ___

Lighting? YES ___ NO ___

Number Expected: _____

Chairs: # ___ Type: _____ Tables: # ___ Type: _____

Equipment: _____

Contact: _____ E-mail: _____

Day Phone: () - ext. _____ Night Phone: () - ext. _____

Group: _____ Leader: _____

Staff Involved: _____

YES ___ NO ___ Key # _____ Issued To: _____

Off Campus Location: _____

Address: _____

Phone: () - ext. _____ Transportation: _____

Monthly Calendar? YES ___ NO ___ Brief Title for Calendar: _____

Publicity: *Must submit a separate Publication Request form with all pertinent information.*

Fee: \$ _____ Invoiced: ___/___/___ Payment Received: ___/___/___

Rooms Assigned: _____

Date Approved: ___/___/___ Approved By: _____

BETHANY CHURCH

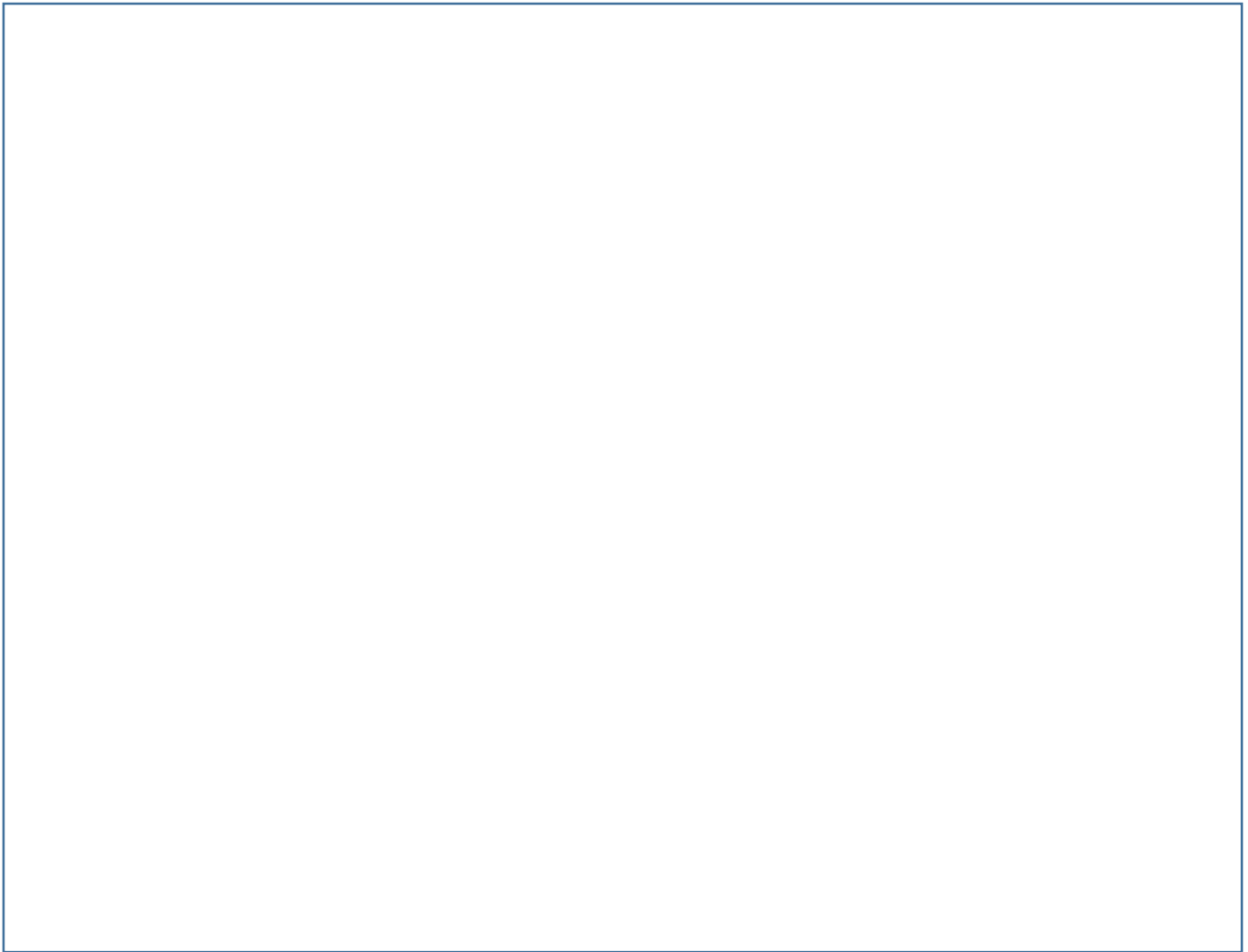
BETHANY SCHOOL

Request received by Church Office: ___/___/___ Request received by Church Office: ___/___/___

Approved by Executive Pastor: _____ Approved by Principle: _____

Event entered into system: ___/___/___ Event entered into system: ___/___/___

PLEASE INDICATE DOORS AND WINDOWS, AND APPROXIMATE PLACEMENT OF FURNITURE DESIRED.



Equipment and Accessories Available:

Partial List of Equipment and Accessories

Overhead Projector
Video Projector
VCR and Monitor
DVD and Monitor
Podium
Lattice
Arch
Ficus Tree
Helium Tank
Risers
Library Tables
Rectangular Tables
Round Tables
Piano

Partial List of Kitchen Equipment/Accessories

Table Cloths
Dishes – Flatware
Salt & Peppers
Water Pitchers
Sugar Daddies & Creamers
Coffee Pots
Carafes
Goblets
Dessert Plates and Cups