



Date Submitted: _____

Event Day of Week: _____

Calendar, Building and/or Marketing Request Form
For Internal Church Ministries

Your Name: _____ Name of Event _____

Description of Event _____

Start Date: _____ End Date: _____ (Not more than 3 months)

One time Event _____ Weekly _____ Monthly _____ Event Time: _____

Number of Attendees: _____

Request Building to be unlocked/opened and locked/closed:

Unlock Time: _____ Lock Time: _____

Do you have a key fob: _____ If not, who will let you in? _____

Do you need this event on the Public Calendar? Yes _____ No _____

Set up Date will need **separate calendar request.**

Church Location Requested:

(** Any Decorations that effect our weekend service experience must be approved.)

Worship Building :

- Worship Center
- Worship Center Lobby
- Cry Room
- Café
- Kitchen

Outside Area: (Maintenance)

- Parking Lot (grass)
- Parking Lot (paved)
- Breezeway Restrooms
- Breezeways

High School Building (West):

- High School Auditorium
- High School Lobby

Administration Building (East 1st Floor):

- Executive Conference Room
- Other: _____

Administration Building East 2nd Floor (Kid's and The Hub):

Kid's Ministry:

- EA-202 Yellow Classroom
- EA-203 Green Classroom
- EA-204 Blue Classroom,
- EA-205 Orange Classroom,
- EA-207 Kid's Worship Center

The Hub: (Middle School)

- Café Kitchen
- Middle School Worship Center
- Check-in/Foyer

Childcare Requested: (Admin)

- Need Childcare Provided
 - Requesting during Academy hours EA-205 (Orange Rm)
 - Requesting outside of Academy hours EA-162 (Large Assembly Rm)
- (MUST ATTACH CHILDCARE REQUEST FORM)**

Off Campus (include location)

*****A/V & Sound Resources Requested:**

- DVD Player (**Maintenance**)
 - TV
 - Smartboard
 - Sound Equipment (**Creative Arts**)
(Worship Center, Student Auditorium, Hub Worship Center, Kid's Worship Center) ***Requires Tech**
 - Sound Equipment (outdoor) ***Requires Tech**
 - Tech Required (**MUST SCHEDULE AN APPOINTMENT TO DISCUSS WITH CREATIVE ARTS DEP. 7 DAYS PRIOR TO YOUR EVENT TO BE CONSIDERED**)
- * Must attach Creative Arts Request Form**
***** Fees may apply**

***If you are requesting an event, your ministry is responsible for cleaning up after the event including disposal of trash, cleaning kitchen and putting tables/chairs back to original set up. (Must attach Event Room Procedures Request form)**
****When requesting more than one table, attach a sketch of table layout.**
***** Fees may apply**

Fellowship One Check-In: (Admin)

- Check-in on iPad stations enabled
- Code for check in _____
- Name Tags to print when checking in
 - Web Event (sign up link) Requested
 - Event will collect money (**Business Admin**)
- Email address to send F1 check-in instructions to: _____

Other Resources:

***Marketing Requested: (Creative Arts)**

- Live Announcements
 - Loop
 - Connections Area Table
 - Add to Monthly Current
 - Add to Website/App Events
 - Graphic Design requested
- (*Must attach Creative Arts Request Form)**

Responsible Party for Event Contact Information:

Name: _____

***Responsible Party must be a member of Crosswater Community Church**

Contact Phone number: _____

Contact Email Address: _____

Facilities: (Maintenance)**

- Additional Janitorial Service
- Additional Trash Service
- A/C or Heat
- **Tables / How Many:**
Round _____
How many seats at each table _____
- Rectangle _____
Size 6ft _____ 8ft _____
How many seats at each table _____
- Requesting Someone to be Available to Unlock and Lock Doors at these times,
Unlock: _____
Lock: _____

Secondary Contact Information:

Name: _____

Phone Number: _____

OFFICE USE ONLY

APPROVED BY:

DATE: