# A close up of a sign Description automatically generated**Calendar, Building and/or Marketing Request Form**

**Date Submitted**:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Day of Week:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***For Internal Church Ministries***

**Your Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Ministry/Group**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of Event**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Description of Event** (please provide enough details to put in the Church Center/App/Website/Social Media): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Start Date**:\_\_\_\_\_\_\_\_\_\_\_ **End Date**:\_\_\_\_\_\_\_\_\_\_\_\_\_ **Event Start & End Times**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you need to come in on another day to set up? If yes, indicate date and time:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Frequency:** *One time  Weekly  Monthly  Others (specify)* \_\_\_\_\_\_\_\_\_\_\_ **# of Attendees**: \_\_\_\_\_\_\_\_

Publish on the Public Calendar? Yes  No

**Building Security:** Unlock Time: \_\_\_\_\_\_\_\_\_\_ Lock Time: \_\_\_\_\_\_\_\_\_\_\_ Person with key fob:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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

**High School Building (West):**

High School Auditorium

High School Conference Room

High School Lobby

**Administration Building (East 1st Floor):**

Executive Conference Room

Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Administration Building East 2nd Floor**

**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

**Administration Building East 2nd Floor**

**The Hub**: **(Middle School)**

Café Kitchen

Middle School Worship Center

Check-in/Foyer

**Outside Area:**

Front Parking Lot (grass)

Front Parking Lot (paved)

West-side Parking Lot (grass)

West-side Parking Lot (paved)

Breezeways

Baptistry

**Childcare Requested:**

Need Childcare Provided

During Academy hours EA-205 (Orange Rm)

After Academy hours EA-162 (Large Assembly Rm**)**

Another Room: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(**MUST ATTACH** [**CHILDCARE REQUEST FORM**](https://crosswaterchurch.net/wp-content/uploads/2021/10/Childcare-Request-Form.docx))

**Off Campus (include location)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Registration:**

No Registration Needed (App & Website only)

Registration Needed (ChurchCenter, App & Website)

Event will collect money

Notifications of SignUps/Cancellations sent to (provide email(s)) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Creative Arts Requirements:**

**Graphics (if a Slide Design is needed, 1920x1080 pixels)** Describe how it should look like or provide theme:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

What EXACTLY does the Slide need to say? **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Add **Date/ Times**  Add **Location**

**\*\*If you have your own graphic please email to Tyler Stidham:** [**tstidham@crosswaterchurch.net**](mailto:tstidham@crosswaterchurch.net) **(subject to approval/ re-design by Tyler Stidham.)**

**Indoor**

TV  DVD Player  Smartboard  Internet

Weblink to Access during the event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Audio System (How many Microphones: \_\_\_\_\_\_\_\_\_)

Lighting System (Color / Special Look:\_\_\_\_\_\_\_\_\_\_\_\_\_  
 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ )

Pro Presenter (Slide show/Video) Who will provide the materials? How will it be sent to CW? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Live Stream (Start time:\_\_\_\_\_\_\_\_ End time:\_\_\_\_\_\_\_\_)   
\*All Live streams are streamed to our website only\*

Livestream recording (Email to send the link to:   
 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) \*All video recordings are available for 30 days only\*

Video System (Camera Operators, IMAG on Projectors, Video Director, etc)

**Outdoor** Outside Audio System (Microphones: \_\_\_\_\_\_\_\_\_)

Outside Lighting System (Color / Special Look:\_\_\_\_\_\_\_  
 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ )

**Marketing Requirements:**

QR Code (only for events that require Registration)

Add to Live Video Announcement

Show on Loop (Before and in between Sunday Services)

Connections Area Table

Add to Monthly Current

Add to Website/App Events

Post on Church Social Media (FB, Instagram, Google)

Flyers (size: \_\_\_\_\_\_\_\_ count: \_\_\_\_\_ by date: \_\_\_\_\_\_)

**Facilities/Maintenance Requirements**:

Additional Janitorial Service

Additional Trash Service

A/C or Heat

\*\* Round Tables / How Many: \_\_\_\_\_

How many seats at each table: \_\_\_\_\_\_

\*\* Rectangle Tables / How Many: Size 6ft\_\_\_\_\_ 8ft\_\_\_\_

How many seats at each table: \_\_\_\_\_\_

\*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.

**Other Info:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Responsible Party for Event:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Contact Phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Secondary Contact Information:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**OFFICE USE ONLY**

**APPROVED BY:**

**DATE:**

**Event Link** (if different from ChurchCenter Registration Link):**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Revised 10.2021