# 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** **(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