

# THE NEIGHBORHOOD CHURCH

## OFF SITE CALENDAR EVENT FORM

### 1. Person In Charge:

\_\_\_\_\_

Day Time Phone \_\_\_\_\_

Emergency Phone \_\_\_\_\_

### 2. Event Description:

Name of event: \_\_\_\_\_

Location \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

# of people expected to attend: \_\_\_\_\_

Date of event: \_\_\_\_/\_\_\_\_/\_\_\_\_

Event starts \_\_\_\_:\_\_\_\_am/pm

Event ends \_\_\_\_:\_\_\_\_am/pm

☐ Church ☐ School ☐ Private

### 3. Carpool:

Will Meet When \_\_\_\_\_

Will Meet Where \_\_\_\_\_

### Equipment Use:

#### Furniture:

Tables - # Round \_\_\_\_\_ #Rec \_\_\_\_\_

Chairs \_\_\_\_\_

Table Clothes:

Plastic - # Round \_\_\_\_\_ #Rec \_\_\_\_\_

Cloth - # Round \_\_\_\_\_ #Rec \_\_\_\_\_

#### Music/Sound:

☐ \* Portable Sound System \_\_\_\_\_

☐ # of Microphones \_\_\_\_\_

☐ Keyboard

☐ Other \_\_\_\_\_

\* Name of qualified Sound Technician

\_\_\_\_\_

#### Audio/Visual:

☐ VCR/TV

☐ Podium

☐ Overhead Projector/Screen

☐ White Board/Markers

☐ Other \_\_\_\_\_

### Special Details

Be sure to fill out a Media request form for bulletin announcements, and other media or publications required for this event.

Date Submitted: \_\_\_\_/\_\_\_\_/\_\_\_\_ Master Calendar Approval \_\_\_\_\_ Special Approval As Needed \_\_\_\_\_