

Hillside Community Church Event Planner

Today's Date:

Contact Information

Name:	Ministry:
Position:	Email:
	Phone:

Event Information

Date of Event:	Beginning Time:
	Ending Time:
Recurring Weekly Event:	Beginning Date:
	Ending Date:
Time you need to be in building for setup	Time you will leave building
Will you be providing childcare?	Number of people expected
Who are the childcare workers?	

Facility Information

Building A Rooms Requested:	A1	A2	A3	A4	Library
Lobby	Kitchen	PATH56	Sanctuary		
Nursery*	Pre-K Room*	Prayer Room			
Building B Rooms Requested:	B1	B2	B3	B4	Gym
Lobby	Youth Lobby	JH Room	HS Room		

**If childcare is available, the nursery and/or Pre-K rooms must be cleaned up and trash taken out prior to the contact person leaving the facility.*

Furniture Requested	# of Round Tables:	# of Chairs:
	# of Rectangular Tables (8-foot):	
	# of Rectangular Tables (6-Foot)	
	# of Green Tables:	

Media Needs

TV	DVD Player	CD Player	Projector	Sound
Who is helping with the projector?				
Who is helping with the sound?				

**Contact person is responsible for arranging sound/media help*

Bulletin Information

Please turn in this request no later than the Monday prior to when you would like this event listed in the bulletin. Your event will be placed in the bulletin three weeks prior to the event unless the Pastor's and staff decide otherwise. Verbal announcements will be at the discretion of the Pastor's and staff, depending on the time available for your request.

Name of Event:
Ministry Hosting Event:
Date:
Time:
Cost:
Location:
If Bible Study, please list end date:
Other details:

Other Information

Do you need a sign-up sheet?			
What items do you want listed on your sign-up sheet?	Name	Phone	Email
List any others:			

Do you have a video to show for your event?
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If so, the media team requests you give them the video two weeks prior to your event, so they can be sure the video is in the correct format. If this is not possible, your video may not be shown.

Office Use Only

Date Received: _____

Date in Bulletin _____

Pastor Approval _____

Facility Approval _____

Calendar Approval _____