

EVENT / MEETING REQUEST FORM



Orchard
community church

Step 1:

1. Meet with committee for event / meeting details and dates.
2. **Complete this form! Elder section completed by the overseeing committee Elder.**
3. Submit form to the Communications Coordinator.
4. The request will be taken to the weekly staff meeting for approval.

Step 2:

Once approved, the event will be added to the Orchard Master Calendar. Use the Event Checklist on the back to help plan your event. If you have questions please contact Alisa Bossoletti at alisa@orchardventura.org or 805-647-3757

OFFICE USE ONLY

Elder Staff

Calendar _____

Cert of Liability

Revised 6/2019

Date submitted: _____

EVENT / MEETING TITLE: _____
(this will be the advertised name of the event)

DATE of event: _____ **Actual TIME** of event (from) _____ (to) _____

Period of time room is needed for preparation and cleanup: _____

Registration / Sign-ups Begin: _____

Is this a **Recurring Event?** Yes / No

Frequency: _____ Every: _____
(Weekly, Monthly) (example: 3rd Monday of the month)

ROOM(S) REQUESTING : _____ **Approx. # of people :** _____

COMMITTEE RESPONSIBLE for this Event: _____

COMMITTEE MEMBER(S) RESPONSIBLE for this Event: _____

Phone: _____ Email: _____

PUBLICITY: (please see the back for more information)

Publicity Point Person: _____

Phone: _____ Email: _____

MEDIA & WORSHIP BUILDING SPACE

Do you need a Sound Person? **Yes / No** Media Shout Person? **Yes / No**

Worship Building Stage Area Cleared? **Yes / No**

FOOD: Will food be served? **Yes / No** Is space needed for food storage before the event? **Yes / No**

CHILDCARE: Does your event / meeting need childcare? **Yes / No** (if yes please see the back for more information)

EVENT SET-UP / CLEAN-UP: (please see the back for more information)

Who is the person in charge of set-up & clean up?

Phone: _____ Email: _____

**Please note: Events will be taken to the weekly Staff Meeting for approval. Overseeing Committee Elder needs to complete this section!*

ELDER (please print): _____ (Signature): _____

COST: Will participants be charged? **YES / NO** If so how much? _____

If this is a fundraiser do you have **Session Approval:** Yes / No **Date of Approval:** _____

Budget Line Name: _____ **Budget Line Number:** _____

Your Event Check List

Here is a handy check list to make sure your event runs as smoothly as possible. If you have any questions or need help please feel free call the office!

KEY NEEDED: Yes / No If yes - Please arrange a time to pick up a key from the Office Coordinator, Lisa Beamer, during regular office hours. A Key Registration Form will be completed at the time of pick up.

- Key Picked Up Key Returned

PUBLICITY

- Read the Publicity Guidelines and contact Alisa Bossoletti at alisa@orchardventura.org
- Event Theme Ideas: _____
- Color Scheme Ideas: _____
- Graphic Ideas: _____
- Advertising Start Date: _____ Duration: _____

Types of Publications: Bulletin Mass Email Orchard Life Posters Postcards Social Media Flyers Brochure
All content will be generated by the Publicity Point Person and submitted to Alisa, who has the final say on published content.

FOOD: Will food be served? Yes / No

Food Point Person: _____ Phone: _____

I need: Bowls Plates Napkins Utensils Cups: Cold/ Hot Ice

MEDIA & WORSHIP BUILDING SPACE

Sound and Media Point Person: _____ Phone: _____

- Contacted the Worship Director (Jimmy Mac at jimmy@orchardventura.org).

CHILDCARE: Contact Lisa Beamer (lisa@orchardventura.org or 805-647-3757)

Childcare Point Person: _____ Phone: _____

Number of children expected: _____ Age range: _____

- Read the Committee Procedures for Event Childcare Policy (copies in the office)
- After the event email to Lisa Beamer (lisa@orchardventura.org) to verify workers and hours.

SET-UP & CLEAN UP

Set-Up/Clean Up Point Person: _____ Phone: _____

- Contacted the Custodian (Chuck Newman at chuck@orchardventura.org) regarding set up needs. It is your responsibility to leave the room clean and set up the way you found it.
- Empty the trash Turn off lights & fans Wipe down all counters
- Check thermostat Wash and put away all dishes Lock all windows and doors



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