

Church Calendar Event Request Form (CERF)

Event/Activity Name: _____ **Church Related ? Yes ___ No ___**

Room(s) Requested: _____, _____, _____ **Group Requesting:** _____

Contact Person: _____ **Phone:** _____ **e-mail:** _____

Day 1 : ____ / ____ / ____ **Start Time:** _____ **End Time:** _____ **Describe:** _____
(M/M) (D/D) (Y/Y)

Day 2 : ____ / ____ / ____ **Start Time:** _____ **End Time:** _____ **Describe:** _____
(M/M) (D/D) (Y/Y)

Day 3 : ____ / ____ / ____ **Start Time:** _____ **End Time:** _____ **Describe:** _____
(M/M) (D/D) (Y/Y)

Set-Up Date: ____ / ____ **Set-Up Time:** _____ **Tear Down Date:** ____ / ____ **Completed by Time:** _____
(M/M) (D/D) (M/M) (D/D)

**Keys Needed? Yes ___ No ___ Request form and Keys may be obtained/returned during office hours.
 Office hours Monday - Thursday 8:30 to 4:30, Friday 8:30 to 12:30**

Child Care Needed	Equipment Needs	Audio/Visual Needs	Food Service
Please contact Sandie West, 204-3491 for pre-approval and scheduling, if child care desired. Number Anticipated: _____ Age Range: _____ to _____ Time Frame From: _____ To: _____	What is needed? Chairs, tables, stage, podium, easel, etc. Chairs needed: _____ Tables needed: _____ List other needs: _____ _____ _____	TV/VCR ___ Video Projector ___ Screen ___ Sound System ___ Microphone(s) ___ Overhead Projector: ___ Tech. Support (Explain): _____ _____ _____	Catered ___ Covered Dish ___ Number being served: _____ Which kitchen will you be using? _____ Plastic Ware, Cups, Plates? _____ _____

IMPORTANT: Be sure to review the other side of this form for event marketing, planning guidelines, and instructions.

To ensure that your event is set up as you envisioned, use the space below to draw a diagram.

SEND COMPLETED FORM TO: Rhonda Dubach (rdubach@metroeastbaptist.com) or fax to: 316-733-5325
 Church Council meets the first Monday of each month. You should receive confirmation by the end of the same week.
Staff Liaison Approval: _____ **Church Council Approval:** _____
Name / Date Name / Date

Guidelines for Marketing and Planning Your Event

A word about publicity:

- If you are planning an event (activity, meeting, Bible study, etc.), Please know that YOU are responsible for composing the announcements to inform and promote your event (each week that you want it used) in a WORD document and to forward it to the contact person listed below by the submission deadline. Information will be included on a space-available basis and edited by staff. Items will be given priority at crucial times.
- People generally need to know the WHO, WHAT, WHERE, WHEN, WHY, and COST.
- Please know that we as a staff are trying to avoid "information escalation!" There can be a temptation to compete with other events by publicizing yours more often or through more avenues. While we want your event well-publicized, competing with each other only raises the bar, so the staff has to do more to get an event noticed. Therefore, please don't be frustrated if our staff can't give you all the publicity you want. We want your event to succeed, but we also need a sane staff!

<u>Resources available within the Church</u>	<u>Contact Person</u>	<u>Deadline for Submission</u>
Sunday Morning Worship Guide	Teresa Fry (tfry@metroeastbaptist.com)	Thursday 10:30 AM
Church Website	Jason Jolly (jjolly@metroeastbaptist.com)	
Monthly Vision Newsletter	Teresa Fry (tfry@metroeastbaptist.com)	3rd Thursday of the Month

Display/Registration Table in the Foyer (see schedule below) Leon Mueller When CERF submitted

Set-up Display/Registration Table in the foyer for: Sunday, the ____ day of ____; Sunday, the ____ day of ____;
Sunday, the ____ day of ____; Sunday, the ____ day of ____.

Planning is essential to an event's success! How far in advance you need to start planning depends on how complex the event. If you are planning an event that requires multiple tasks and deadlines you should consider preparing a checklist and timeline showing key action dates leading up to the event.

Office Use Only

CERF copies forwarded to: Pastors _____, _____, _____, _____.

Audio/Visual/Sound ___ Child Care ___ Custodial Staff ___ Hospitality Team ___ Staff and other as noted: _____

Doors will open at what time? _____ Who's responsible for lock-up? _____

Date Received: _____ Date Approved? _____ EMS Reservation No. _____

Confirmation mailed? _____

METRO EAST BAPTIST CHURCH

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