

Meeting & Special Event Planning Guide – Main Building

Meeting or Event Information:

Budget:

Name of Meeting / Event _____

\$ _____

When will the event be held ? Date(s): _____ Starting Time: _____

What is the entire time you want to reserve the room(s) for set-up, clean-up etc.?
From _____ To _____

What room or area needed? _____ # of people attending? _____

WHO IS YOUR CONTACT PERSON DURING EVENT? _____ CELL PHONE # _____

Will you need a key and code to enter the building? _____ Will you need a wireless internet access code? _____
Please contact the church office (832-5968) prior to your event to obtain.

ALL EVENTS ARE PENDING UNTIL APPROVED BY MINISTRY STAFF.

Promotion:

Email Michelle at michelleg@crievewood.com with special articles or announcements to promote your event.

Check “Yes” for all that apply:

Items Needed	Yes	Instructions
<u>Special Room Set Up?</u> How many tables; what kind ? Do you need chairs? Do you need white boards in room? Will you need projection equipment and /or screen? Will you need a podium? Do you need a TV/or DVD player? Will you need extra garbage cans?		Draw diagram on back of page YOU WILL NEED TO COME TO SET UP FOR YOUR EVENT DURING REGULAR BUSINESS HOURS PRIOR TO YOUR EVENT
Child Care Needed?		Contact the church office at 832-5968
<u>Sound or Equipment Needed?</u> What kind of equipment do you need?		Contact Andrew Causey at 270-792-6252 for you to be trained on A/V use.
<u>Kitchen Needed?</u> Will you need access to kitchen ? Will you need access to icemaker ?		Contact Anita Barron at 210-5040 or ataxleyr@comcast.net with details
Church Hostess Assistance Needed?		Contact Anita Barron at 210-5040 or ataxleyr@comcast.net with details
<u>Guest Speaker/Musician?</u> Will you use CD or cassette tape?		

Transportation:

To reserve the church bus, contact the church office for availability.

Name of driver: _____ Phone number: _____

Signed: _____ Phone: _____ Date: _____

Please give copies of this form to Melissa in the CRC or the Church Office.

Rev. 1/2016