

First Baptist Church of Amarillo
Calendar Request for Facilities, Equipment & Supplies

Organization or Group _____

Activity _____ Approx. # Attending _____

DATE: (1st choice) _____ (2nd choice) _____

EVENT TIME: From _____ am/pm To _____ am/pm **PLACE:** _____

SET-UP BEGINS @ _____ am/pm CLEAN-UP ENDS @ _____ am/pm

NURSERY/CHILDCARE NEEDED? NO YES

TRANSPORTATION NEEDED? NO YES # of Vans _____ # of Buses _____

Driver Name(s) _____

KITCHEN NEEDS (Requests must be submitted in writing 10 days prior to event to allow for communication with catering and ordering of supplies.)

- Full Service-order food, staff to serve, clean-up _____
- Partial Service-order food/supplies, setup _____
- Order Supplies only-paper goods, drinks, tablecloths _____
- No Kitchen Service/Supplies Needed

FACILITIES & EQUIPMENT NEEDS _____

(Chairs, tables, visual aids, etc)

Make additional notes and/or diagram of special room arrangements below:

Requested by _____ Phone _____ Date _____

ALL REQUESTS MUST RECEIVE FINAL APPROVAL AT THE WEEKLY CALENDAR MEETING ON MONDAY.

FOR OFFICE ONLY

- | | | |
|--|---|--|
| <input type="checkbox"/> Housekeeping | <input type="checkbox"/> Kitchen | <input type="checkbox"/> Business |
| <input type="checkbox"/> F.L.C. | <input type="checkbox"/> Music | <input type="checkbox"/> Wedding |
| <input type="checkbox"/> Connie | <input type="checkbox"/> Mikal | <input type="checkbox"/> Child Care |

Approved/Date