

# EVENT WORKSHEET

Please fill out legibly and completely, then read and sign the back of this form. Every line must be addressed and filled in, if it is not applicable to you then put N/A. We will then send you a letter of confirmation, if approved.

Today's Date \_\_\_\_\_  
Event Name \_\_\_\_\_  
Event Date \_\_\_\_\_ Time of Event \_\_\_\_\_  
Set-up date & time \_\_\_\_\_  
Place of Main Event \_\_\_\_\_ Number expected \_\_\_\_\_  
Participant's \_\_\_\_\_  
Purpose: \_\_\_\_\_  
\_\_\_\_\_

## Coordinator

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Helper's \_\_\_\_\_  
Clean-up /Set-up \_\_\_\_\_  
Person Opening & Closing building \_\_\_\_\_

## Church Facilities/equipment/resources needed:

Sanctuary \_\_\_\_\_ Kitchen \_\_\_\_\_ Tabernacle \_\_\_\_\_  
Room: 101 \_\_\_ 102 \_\_\_ 103 \_\_\_ 104 \_\_\_ 105 \_\_\_ 106 \_\_\_ 107 \_\_\_ 108 \_\_\_ 109 \_\_\_ 110 \_\_\_  
201 \_\_\_ 202 \_\_\_ 203 \_\_\_ 204 \_\_\_ 205 \_\_\_ 206 \_\_\_ 207 \_\_\_

Is childcare offered for this event? \_\_\_\_\_ Cost \_\_\_\_\_ (fill out cost analysis sheet)

**\*\*If the chairs need to be removed in the sanctuary for your event, you must contact the deacons and have a deacon available so the chairs will be set up correctly.**

It is your responsibility to contact Bill King to see if anyone will be available to do the sound or any music.

TV/DVD \_\_\_\_\_ Sound \_\_\_\_\_ Video Tech \_\_\_\_\_

Activities will include: \_\_\_\_\_  
\_\_\_\_\_

## **Finances**

All events that have a cost, require a Cost Analysis Sheet to be filled out. The Elder Board will review the form and if need be get back to discuss this with you. If any deposits or payments are needed to secure this event, Vicki Brower needs to be informed 2 weeks prior of due date.

**Cost to individual \$ \_\_\_\_\_ Deposit required \$ \_\_\_\_\_**

The Bulletin Request Form needs to be filled out and given to Vicki Brower before any bulletin announcement or dates will be done.

Bulletin  Flyers **You** will be submitting (no PDFs)  
 Pulpit announcement (if approved by Pastors)

**Our Building Usage Guidelines on the back of this form will need to be read carefully and signed, if you agree to the requirements.**

**Approved \_\_\_\_\_ Follow up letter \_\_\_\_\_ Phone confirmation \_\_\_\_\_**

## **Building Usage Guidelines Valley Christian Fellowship**

The Lord has blessed us with a beautiful place to worship at Valley Christian Fellowship and we have an obligation to keep His house in good repair and clean. Please be diligent to see that all equipment and rooms are left in a good condition and ready for the Sunday morning worship services. **NO OPEN FLAMES INSIDE OR OUTSIDE OF THE CHURCH FACILITY.**

### **SANCTUARY:**

- If the chairs need to be removed in the sanctuary for your event, you must contact the deacons and have a deacon available so the chairs will be set up correctly.

### **FELLOWSHIP HALL/ALL CLASSROOMS:**

- You are responsible for setup and breakdown of any tables and chairs as well as total cleanup of this area. Please leave it as you found it.
- All trash cans need to be emptied and placed in dumpster across the parking lot.

### **KITCHEN USAGE:**

- If you need to use the kitchen, please bring your own necessary supplies, such as paper plates, utensils and staples etc...
- If dishes were used please wash (in steel sinks) and put back in proper place.
- It is essential that you make sure the kitchen is clean and secure (door locked) before leaving.
- Do not leave any leftovers in the refrigerator or freezer- take leftovers with you.

### **BATHROOMS:**

- Please leave bathrooms cleaned and trash emptied.
- Men's and Women's bathrooms in the front foyer are NOT to be used if event is scheduled for Saturday evening.

### **TABERNACLE:**

- No staples or nails are to be placed on the ceiling or on the wood.
- No open flames are allowed underneath or near the Tabernacle.
- No misters allowed around the structure.
- Trashcans need to be emptied when your event is complete.

### **OTHER:**

- Children may play on the playground outside with adult supervision only.
- All children must be supervised and may only be in the designated rooms that have been requested on your Work Sheet.
- It is essential that you make sure all exit doors are secure prior to setting the alarm.

*We thank you for being a part of our church family and for following good stewardship guidelines for using the church facilities. May your event be a complete success!*

Name \_\_\_\_\_ Address \_\_\_\_\_  
Phone \_\_\_\_\_ Daytime \_\_\_\_\_

Valley Christian Fellowship  
Ministry Event  
Cost Analysis Sheet

Event Name \_\_\_\_\_

Leader's Name \_\_\_\_\_ Phone Number \_\_\_\_\_

List all estimated expenses: (i.e.: food, rental, lodging, speakers, decorations, books, etc.)

- \_\_\_\_\_ = \_\_\_\_\_
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Total Estimated Cost = \_\_\_\_\_

List all estimated income that will cover the cost of the event:

- Cost to individual \_\_\_\_\_ times number of people \_\_\_\_\_ = \_\_\_\_\_
- Individual donations or offerings \_\_\_\_\_ = \_\_\_\_\_
- Other \_\_\_\_\_ = \_\_\_\_\_

Total Estimated Income = \_\_\_\_\_

Profit or Loss = \_\_\_\_\_

# Bulletin Announcement Request Form

1. The purpose of our weekly bulletin is to promote ministries of Valley Christian Fellowship that help to develop healthy believers and encourage others to actively take part in worship, outreach, fellowship, discipleship and ministry.
2. Acceptable bulletin material consists only of announcements and advertisements submitted by supported ministries of VCF. Announcements submitted by congregation members concerning births or deaths are also acceptable.
3. Please keep your announcement length under 35 words.
4. The deadline to have an announcement entered into the weekly bulletin is Tuesday at 12:00pm. (Deadline may be earlier during holidays).
5. Announcements and advertisements may be postponed if there is a lack of space in the bulletin. You will be notified if this is the case.
6. Flyers of events being held by VCF or is supported by VCF may be placed inside the bulletin for **two weeks only**. We ask that they be brought in one week prior to having it in the bulletin, for approval. Sometimes we may lack bulletin space to include all the details for your event in that case we will notify you. (No flyers are in the bulletin on Easter and Christmas)

Date Flyer Inserted \_\_\_\_/\_\_\_\_/\_\_\_\_

Date Inserted in Bulletin \_\_\_\_/\_\_\_\_/\_\_\_\_

Date Taking Sign-ups \_\_\_\_/\_\_\_\_/\_\_\_\_

List announcement as seen in bulletin: