

VALLEY BAPTIST CHURCH

Event Form for Church Activities (at VBC or Off-site)

Rcvd: _____

Print clearly or type

*Date of Event: _____ Start Time: _____ AM/PM Reserved From: _____ To: _____ AM/PM

Type of Event: _____ () Do you need Pastor Jim for this event?

If requesting Pastor please indicate Love Offering/Honorarium budgeted: _____

Rehearsal/Set Up Date (s) _____ Time(s) _____

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Location: Check the appropriate box: () Sanctuary () Fellowship Hall () Back Court () Other _____

Address if Off-Site: _____

*In case of cancellation, the reservee must give a 48 hour notice to the VBC church office: 760-344-3831 or email: vbcbrawley@sbcglobal.net initial: _____

Set-Up

- Fellowship Hall Set Up: _____ (# of Tables) _____ (# of Chairs) _____ Other _____
- Sanctuary: Estimated Number of Guests _____ Number of Bulletins to be provided: _____
- Programs: Present to Media Team for creation/editing/printing 2 weeks prior to event: _____
- Sound Board Services Set Up: _____ Yes _____ 48 hours prior to event: _____
- Number of Ushers: Church # _____ Hours of Service: _____ to _____
- Number of Nursery Service Workers: Church # _____ Hours of Service: _____ to _____ AM/PM
- Food Services: Table Set-Up, Food/Serving/Supplies to be provided by church _____ or reservee _____
- Clean-Up: (cleaning of tables, cleaning kitchen, emptying trash bins, and replacing with clean liners) to be provided by volunteers of: Church _____ or reservee _____
- Decorations of Sanctuary: _____ Fellowship Hall _____ / by church _____ or reservee _____

Reservee Name of person(s): _____ Phone: _____

Spiritual Background(s): _____

If wedding, are you willing to have pre-marriage counseling session: _____

If funeral, are you willing to have a pre-funeral counseling session: _____

Email: _____ Second Contact Phone: _____

Signature is required by applicable person(s):

Pastor _____ Church Administrator _____

Trustee _____ Media _____

Decorator _____ Food Services _____

This completed form must be turned in, emailed, or mailed to Valley Baptist one month prior to the event. This is a tentative reservation, a signed copy of this form by the Church Administrator will confirm your reservation.

Valley Baptist Church 701 B Street-P.O. Box 334 Brawley, CA 92227 760-344-3831 vbcbrawley@sbcglobal.net