

Person making the request: _____

Email: _____

Phone: _____ Cell Home

Event Name: _____

Building Use Request Form (one form per event)

Times (start) _____ (finish) _____

Set-up (start) _____ Clean-up (finish) _____

Location: _____

Childcare Plans: _____

(Childcare rooms are: Toddler (rm. #125), K1 (rm.#132) and Classrooms;
contact Ann Ladd with questions (aladd@richwoods.org)

Does this event occur on a regular basis?

No, If Yes, Weekly, Monthly Other:

Fall Winter Spring Summer Year-Round School-Year

Start Date: _____

End Date: _____

Please check the area you plan to use:

Worship Center Commons Youth Room Kid's Rock

Meeting rm.# 1 Meeting rm.# 2 Meeting rm.# 3

Other, specify room # from map on back of this form: _____

Please indicate any special equipment needs:

No special needs Flip chart TV/DVD Sound/Video

Notes: _____

PLEASE NOTE THAT SET-UP/CLEAN UP IS YOUR RESPONSIBILITY!

We request that the following general guidelines be followed:

1. Please respect the building and all furnishings
2. Please take out trash and clean-up any area you are using (the dumpster is located behind the building).
3. Make sure the bathrooms are left in the same manner in which you found them.
4. Make sure all items are cleaned-up and carpet is vacuumed after using the
Worship Center, Commons, class rooms, hallways etc. (Vacuum is in the kitchen janitor's closet).
5. Return chairs to original positions.
6. We request that you do not use any of the staff offices.
7. If you have problems during the event, call Bill Messersmith at 208-9146.

Ministry Director Approval: _____ Date: _____

Building Calendar HVAC Communications

Today's Date: _____

Richwoods Christian Church sponsored event Outside Event

please note RCC does not allow the building to be used for any kind of fundraising, personal business or money making activities (i.e. Pampered Chef, amway, etc.)

Event Date: _____

Event Promotion Request Form (one form per event)

Responsible Ministry:

Assimilation Discipleship Evangelism Kid's Rock Leadership Dev.
 Group Life Worship W2W Prayer M2M Missions
 Youth Other: _____

Target Audience: Who do you want to reach? Describe this person(s)

Tone of Message: Perceived attitudes/beliefs concerning the event /topic, etc.

Objective: To be successful this project must...?

Purpose: Describe how this event helps people find and follow Christ.

More Details: What ideas do you and/or your team have in mind? What will make your project/event original, relevant and memorable? Why should someone participate? The more you tell us the better we'll understand.

Promotional: Thoughts and desires about promotion, understanding the staff will use our promotional guidelines to determine the best promotional vehicles.

Bulletin Web Mail Email Stage Hallway screen Other:

Submitting electronic content is helpful to the promotion of every event/project.

Please submit everything you have available, be sure to label material with you event/project name and date. Microsoft Publisher files cannot be used.

for internal use:

Promotions Timeline: Date Received: _____

1st proof due: _____

2nd proof due: _____

Approved by: _____

Design Team:

Promotional dates

- Bulletin cover
- Web
- Email
- Hallway
- Layout
- Video
- Insert
- Mail
- Stage
- Table tent
- Production

Materials Submitted

- Text/Copy (.doc or .rtf)
- Logo
- Other
- Font
- Photography

