

BSBC Apollo Beach Campus Event Request form

(This form must be submitted no later than 6 weeks prior to event date.)

Today's Date: _____

Request Submitted By: _____

Phone & Email: _____

Event Name		Event Day and Date	
Time Event Begins	Time Event Ends	Begin Set Up	Length of Clean Up

Event Location Choices ~OR~ Off-Campus Location: _____

Bldg A - Chapel (max 200) Conference room (max 10) Other Location _____

Bldg B - MPR (max 50) Preschool Office Child Classroom # _____

Bldg C - Worship Center (max 600) Large Classroom (max 50) Café (max 36)

Adult Classroom # _____ (max 12 ea) Child Classroom # _____ (max 20 ea)

Room Setup (please circle or draw set up on the back of this form.)

Number of Tables: _____ Size/Shape of Tables: _____

Number of Chairs: _____ Other instructions: _____

Support Services

* **Media(tech)** Tech Staff Needed # of Microphones _____

Speakers Monitors CD/DVD (please provide) Other

If "other" was chosen, please specify _____

* **Advertising:** (Provide info) Website Ad Ministry Guide Ad Flyers/Posters

* **Kitchen Items** _____

* **Other Equipment** _____

* **Childcare** (Individual reservations must be made by Noon 1 week prior to event date)

Time Needed: From _____ To _____ Ages: _____ to _____

Clean Up

Clean up team leader: _____

Clean up check list: _____ All decorations for this event are removed and put away

_____ Vacuum/Sweep _____ trash taken out _____ furniture/items moved back as necessary

Office Use Only:

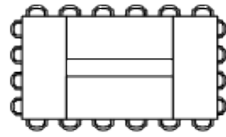
Entered in Calendar _____ Approved _____ Copy to Event owner _____ Clean Up approved _____

BSBC Apollo Beach Campus Event Request form

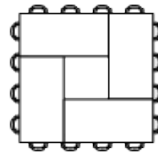
(This form must be submitted no later than 3 weeks prior to event date.)

Circle or select a room set up or draw below.

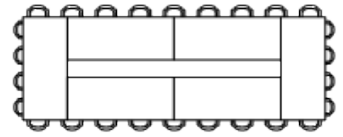
Setup A



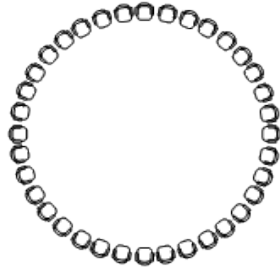
Setup B



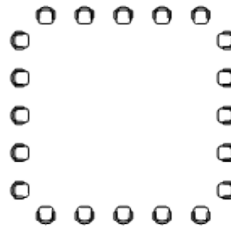
Setup C



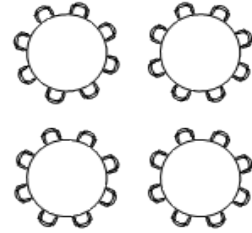
Setup D



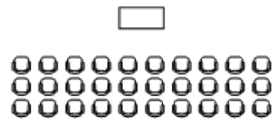
Setup E



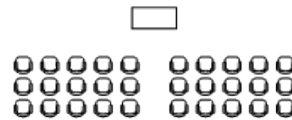
Setup F



Setup G



Setup H



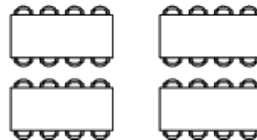
Setup I



Setup J



Setup K



Setup L

