

# Mt. Washington Baptist Church

## Event Registration

<i>To be given during the week to Administrative Assistant, Barb Wagner, for approval*</i>			
Event Name:			
Event Date:		_____ One Time Use?	or _____ Recurring Event
<i>Recurring Events must be renewed each August</i>		_____ Weekly	or _____ Monthly
Event Start Time:		Event End Time:	Set Up Begin Day/Time:
Est. Number of Persons Expected:		Cleanup End Time:	
Person(s) In Charge		Phone:	Phone:
Email:			

Room Reservations			
___ Sanctuary	___ Fellowship Hall	___ Kitchen	___ Library
___ Chi Rho Pi	___ Berea Classroom	___ Choir Room	___ Other specify below
___ Nursery	___ Youth Room	___ Office	

## Equipment Reservation

___ Microphone (s)	___ Music Stands	___ Lectern	___ Easel
___ Whiteboard	___ video projector	___ TV/DVD Player	___ Other specify below
Special Table Set-up			
Special Chair Set-up			

___ Private Event	___ Event to Publicized
Will be placed on the office church calendar only, not a published event.	___ Bulletin ___ Newsletter ___ Website ___ Email ___ Other specify

Office Use Only		
*Approval Date:	Event Entered on Master Calendar:	Entered By:
Copy to Maintenance:	Publicity:	Other:
Today's Date:        /        /		