



**fbctampa**  
FIRST BAPTIST

## EVENT PLANNING SHEET

### SECTION 1: CONTACT INFORMATION

Name of Person Scheduling Event: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

### SECTION 2: BASIC INFORMATION

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

*(Note: This is the name as will appear on the online church calendar. Make it descriptive for people to understand.)*

Event Date(s): \_\_\_\_\_

Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Set-Up Time: \_\_\_\_\_ Break-Down Time: \_\_\_\_\_

How Many Participants Do You Expect? \_\_\_\_\_

### SECTION 3: CHURCH RESOURCES REQUESTED

Please indicate ALL rooms and spaces you are requesting for this event:

Main Building 1<sup>st</sup> Floor

- 100 Suite
- 101 Music Suite

Main Building 2<sup>nd</sup> Floor

- Dining Room
- LifeTree Cafe
- Worship Center
- Conference Room

Main Building 3<sup>rd</sup> Floor

- 300 Suite
- 301
- 302
- 303
- 304
- 305
- 306
- 307
- 308
- 310

Main Building 4<sup>th</sup> Floor

- 400 Suite
- 401
- 402
- 404
- 405
- 406
- 407
- 408
- 410
- 412
- 420

Chapel

- Chapel

Carlton Building 1<sup>st</sup> Floor

- Dolphin Room
- Jellyfish Room
- Otter Room
- Seahorse Room

KidsZone Theater

- Faith Refinery
- Gospel Garage
- Grace Foundry
- Missions Depot
- Peace Plant

Carlton Building 2<sup>nd</sup> Floor

- Student Theater
- Game Room
- Gym
- Snack Bar
- Student Café

Carlton Building 3<sup>rd</sup> Floor

- Room 300
- Room 300-A
- Room 301
- Room 301-A
- Room 302

Please indicate if you are requesting a church vehicle:

- Van *(Note: Only authorized drivers are permitted to operate church vehicles.)*
- Bus *(Note: Only authorized drivers are permitted to operate church vehicles.)*

If your event includes rooms OTHER THAN the Worship Center, Dining Room, LifeTree Café, KidsZone Theater, Student Theater, or Chapel, please indicate if you need portable A/V equipment in the room.

- |             |                                 |                                     |                                     |
|-------------|---------------------------------|-------------------------------------|-------------------------------------|
| Room: _____ | <input type="checkbox"/> DVD/CD | <input type="checkbox"/> Microphone | <input type="checkbox"/> PowerPoint |
| Room: _____ | <input type="checkbox"/> DVD/CD | <input type="checkbox"/> Microphone | <input type="checkbox"/> PowerPoint |
| Room: _____ | <input type="checkbox"/> DVD/CD | <input type="checkbox"/> Microphone | <input type="checkbox"/> PowerPoint |
| Room: _____ | <input type="checkbox"/> DVD/CD | <input type="checkbox"/> Microphone | <input type="checkbox"/> PowerPoint |

#### SECTION 4: SUPPORT SERVICES REQUESTED

Please Indicate All That Apply for Your Event:

I Would Like Online Registration at fbctampa.org

Date Registration Begins: \_\_\_\_\_ Date Registration Ends: \_\_\_\_\_

I Would Like Online Payment at fbctampa.org

Online Payment is:  Mandatory  Optional

Payment Amount: \_\_\_\_\_ *(Note: Include \$2 extra for online payment processing fee.)*

I Would Like Technical Support for Operating A/V Equipment in:

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Worship Center | <input type="checkbox"/> LifeTree Café | <input type="checkbox"/> KidsZone Theater |
| <input type="checkbox"/> Dining Room    | <input type="checkbox"/> Chapel        | <input type="checkbox"/> Student Theater  |

*(Note: This ONLY provides for a person to operate the equipment during the event. All file formatting, graphics work, etc. are up to the event organizers. Volunteers will be targeted first, but if they are unavailable, a fee may be charged for hiring operators. You will be notified in advance. Technical Support will not be provided for operating portable A/V equipment in other areas.)*

I Would Like Paid Child Care Provided

*(Note: Securing volunteer childcare workers is up to the event organizers. Check this ONLY if you would like to pay for childcare workers as they are available.)*

I Would Like Food Services Provided

*(Note: Check this ONLY if you would like to pay for the FBC Tampa Food Service Team to provide food for your event.)*

I Would Like FBC Tampa Operations To Set-Up Rooms

*(Note: Check this if you know you will need rooms set-up in a different configuration than what they normally are in.)*

I Would Like a Security Volunteer Present if Possible

Once this form is submitted to the church office, you will be notified that it has been entered into the church's event planning system. You will also be contacted with any follow-up questions based on your requests and again when the event has been approved.