

Request for Activity or Event

(Please PRINT and complete all applicable areas in detail.)

Proposed Activity/Event: _____

Date of Activity/Event: _____ Time: _____

Adult in Charge: _____ Cost: _____

Phone No. _____ Email _____

Department _____ Class _____

Place to be held: _____

Kitchen requested? Yes No If yes, please check which one:

Family Center Kitchen Fellowship Hall Kitchen

Vehicle Requested? Yes No - Bus or Van

If yes, do you have a TCBT approved driver? Yes No

If yes, name of driver: _____

(Please contact Dave Hunter for more information about approved drivers.)

Equipment Requested (please enter the quantity of each item requested):

Round Tables _____ Long Tables _____ Chairs _____ Sound System Yes No

Other Equipment (please specify) _____

In addition to the church calendar, please post this activity information on TCBT's:

Website Home Page - Yes No

Sanctuary & Foyer Slides - Yes No

Website Class Page - Yes No

Other (specify) _____

Will PICTURES be taken? - Yes No (Digital pictures of church activities may be turned in to Shannon for the website - they must be on a camera memory card, CD or DVD.)

(Please note: additional request forms may be required - Kitchen Request, Bulletin Request, etc).

Contact the office for more information or visit www.TCBT.org to download forms.

All Activities / Events are subject to approval by Pastor and the appropriate staff member. A completed request must be submitted at least one full week prior to the proposed activity or event.

Date of Approval: _____

OFFICE USE ONLY: Please submit all completed forms to church office. Once approved, Shannon will distribute copies to appropriate church personnel.

___ Shannon

___ Allen

___ Bertha

___ Randy

___ Marylee

___ David

___ Debbie

___ Barb

___ Janet

___ Kim