



Calendar & Facility Request Procedures

Event and bus reservation requests should be submitted through the church's "On-line Calendar" **no later than 14 days prior to actual date** to allow time for approval process. If you do not have internet access, you may contact the church office to complete your request. Please have calendar approval **before** promoting your event.

Steps to request an event date or bus reservation:

- 1. Access church website: www.fcbentonville.org**
Click **Calendar**
Click **FBC Church Calendar** (*Before submitting your request, check availability of the date, time and area you are requesting. Use "List" tab.*)
At the top right-hand of page - Click yellow button **Add Event**
- 2. Complete the Submit Event form**
See the attached Submit Event form for specific details.
Note: *(asterisk) denotes a required field
- 3. Review form and print a copy for your records.**
Click **"Submit Event"** at bottom of page.

All requests are reviewed each Tuesday.

Approved requests— will be noted on church calendar. The on-line calendar will automatically send an e-mail upon approval. You are responsible to provide any special setup information for your facility space **no later** than the Monday prior to the week of your event. A Media Request form may be submitted immediately upon approval of your request for any audio or video needs. The form can be obtained on the church website under the "Resources" tab or by contacting the Music Department.

Declined requests—The Event Coordinator will contact you to possibly reschedule.

7-22-08/cat


Submit Event

Please enter your event information below then press 'Submit Event'. We will review your submission and post it in the calendar if it is appropriate.

Note: * denotes a required field.

You need all your detail to begin. If the event has been posted previously, perform a "Search" and then use "List" view for details. Do not put "same as before" for any entry.

* Select a Calendar:

 FBC Church Calendar

* Date:

Dec 28 2007

Before "clicking" to this form, be on desired event date or start date. Correct date should appear left.

Start Time:

hour minute a.m.

End Time:

hour minute a.m.

Repeat:

Never

Check ALL dates for availability. List in the Description box below ALL dates in the series that you will not meet (holidays, no evening service, etc.).

Times To Repeat

Repeat Until Dec 28 2007

* Event Title:

Be consistent with Event Title. This helps with "Search" feature.

Category:

Unspecified

Description:

Example:

Year-end Awards Banquet

Special setup to be determined.

Setup to begin @ 10 am

If necessary, list a brief description of the activity, setup and setup time. Standard setups will be used if possible and may be required during heavy activity periods.

Room setup diagrams are available thru the church office for special setups. This setup is *due the Monday prior* to the week of the event. Please note if a special setup is needed.

Appropriate door(s) will be set 30 minutes before/after event unless otherwise specified.

Place an "X" in the appropriate box and/or fill in as instructed.

FLC/Kitchen/Dining Room:

Be specific or put ALL.

Chapel:

Food service requires prior approval.

Worship Center:

Submit Media Request to have stage cleared.

Bus Capacity 27 or 31:

Specify 27, 31 or both

Music Suite:

Requires prior approval from Music Ministry
Note date of request to left.

Conference/SS Classrooms:

List ALL Room #(s) as outlined in Facility Guide.

Studio 412:

Requires prior approval from Youth Ministry
List approved date to left.

Child Area/Childcare-Rqrd:

List ALL Room #(s)
Childcare requires pre-approval by
Pre-school /Childcare Director
Note approved date to left.

Parlor (Admin. Office):

Food service requires prior approval.

Audio/Visual-Request Rqrd:

You must submit separate Media Request on-line @ church website under Resources tab or by calling 418- 7724.
Enter date "Media Request submitted to left.

If you are submitting for someone else, please list both names and the responsible party's e-mail. The person listed is the "owner" of the

*** Your Name:**

*** Your Email:**

Submit Event

Cancel

Calendar Requests are reviewed each Tuesday and may take up to 14 days for approval.
It is advisable to keep a copy of each of your requests.



