

EVENT WORKSHEET

Please fill out legibly and completely, then read and sign the back of this form. Every line must be filled in. If it is not applicable, then put N/A. We will send you a letter of confirmation, if approved.

Today's Date: _____ Event Name: _____

Place of Main Event: VCF or _____ Participant's: _____

Event Date: _____ Time of Event: _____ Number expected: _____

Set-up date & time: _____

How does this event fit into our church vision: REACH TEACH EQUIP OTHER

Why should people come to this event? _____

How are you spiritually preparing yourself and volunteers? _____

We will consider this event a success if... _____

Coordinator

Name: _____ Phone: _____ Email: _____

Helper's: _____

Clean-up /Set-up: _____

Person Opening & Closing building: _____

Church Facilities/equipment/resources needed:

**Sanctuary _____ Kitchen _____ Tabernacle _____

Room: 101 ___ 102 ___ 103 ___ 104 ___ 105 ___ 106 ___ 107 ___ 108 ___ 109 ___ 110 ___

201 ___ 202 ___ 203 ___ 204 ___ 205 ___ 206 ___ 207 ___

*****If the chairs need to be removed in the sanctuary for your event, you must contact the deacons and have a deacon available, so the chairs will be set up correctly.***

It is your responsibility to contact the church office to see if anyone will be available to do the sound or any music. TV/DVD _____ Sound _____ Video Tech _____

Activities will include: _____

Is **Childcare** offered for this event? _____ (Anyone paid for childcare must attend our training.)

Finances

Cost of event _____ (All events that have a cost, require a Cost Analysis Sheet to be filled out.)

The Elder Board will review the form, and if need be, will get back to discuss this with you. If any deposits or payments are needed to secure this event, Vicki Brower needs to be informed 2 weeks prior to due date.

Cost to individual \$ _____ Deposit required \$ _____

The **Bulletin Request Form** needs to be filled out and given to Crickett if you check any of the boxes below.

Bulletin

Flyers **You** will be submitting (no PDFs)

Our **Building Usage Guidelines** on the back of this form will need to be read carefully and signed, if you agree to the requirements.

Approved: _____ **Follow up letter/Email:** _____ **Phone confirmation:** _____

Building Usage Guidelines Valley Christian Fellowship

The Lord has blessed us with a beautiful place to worship at Valley Christian Fellowship and we have an obligation to keep His house in good repair and clean. Please be diligent to see that all equipment and rooms are left in a good condition and ready for the Sunday morning worship services. **NO OPEN FLAMES INSIDE OR OUTSIDE OF THE CHURCH FACILITY.**

SANCTUARY:

- If the chairs need to be removed in the sanctuary for your event, you must contact the deacons, and have a deacon available so the chairs will be set up correctly.

FELLOWSHIP HALL/ALL CLASSROOMS:

- You are responsible for setup and breakdown of any tables and chairs as well as total cleanup of this area. Please leave it as you found it.
- All trash cans need to be emptied and placed in the dumpster across the parking lot.

KITCHEN USAGE:

- If dishes were used please wash (in steel sinks) and put back in proper place.
- It is essential that you make sure the kitchen is clean and secure (door locked) before leaving.
- Do not leave any leftovers in the refrigerator or freezer- take leftovers with you.
- **IT IS YOUR RESPONSIBILITY TO WASH ALL THE DIRTY RAGS THAT YOU USE, AND TO BRING THEM BACK FOLDED.**

BATHROOMS:

- Please leave bathrooms cleaned and trash emptied.
- Men's and Women's bathrooms in the front foyer are NOT to be used if event is scheduled for Saturday evening.

TABERNACLE:

- No staples or nails are to be placed on the ceiling or on the wood.
- No open flames are allowed underneath or near the Tabernacle.
- No misters allowed around the structure.
- Trashcans need to be emptied when your event is complete.

OTHER:

- Children may play on the playground outside with adult supervision only.
- All children must be supervised and may only be in the designated rooms that have been requested on your Work Sheet.
- It is essential that you make sure all exit doors are secure prior to setting the alarm.

We thank you for being a part of our church family and for following good stewardship guidelines for using the church facilities. May your event be a complete success!

Signature: _____ Address: _____
Phone: _____ Daytime: _____

Valley Christian Fellowship
Ministry Event
Cost Analysis Sheet

Event Name: _____

Leader's Name: _____ Phone Number: _____

List all estimated expenses: (i.e.: food, rental, lodging, speakers, decorations, books, etc.)

- _____ = _____
- _____ = _____
- _____ = _____
- _____ = _____
- _____ = _____
- _____ = _____
- _____ = _____
- _____ = _____

Total Estimated Cost = _____

List all estimated income that will cover the cost of the event:

- Cost to individual _____ times number of people _____ = _____
- Individual donations or offerings _____ = _____
- Other _____ = _____

Total Estimated Income = _____

Profit or Loss = _____

Bulletin Announcement Request Form

1. The purpose of our weekly bulletin is to promote ministries of Valley Christian Fellowship that help to develop healthy believers and encourage others to actively take part in worship, outreach, fellowship, discipleship and ministry.
2. Acceptable bulletin material consists only of announcements and advertisements submitted by supported ministries of VCF. Announcements submitted by congregation members concerning births or deaths are also acceptable.
3. Please keep your announcement length **UNDER 35 WORDS**.
4. The deadline to have an announcement placed into the weekly bulletin is **AT 12:00PM, TEN DAYS BEFORE THE BULLETIN DATE**. (Deadline may be earlier during holidays).
5. Announcements and advertisements may be postponed if there is a lack of space in the bulletin. You will be notified if this is the case.
6. Flyers for events being held by VCF or that are supported by VCF, may be placed inside the bulletin for **TWO WEEKS ONLY**. We ask that they be brought in ten days prior to having it in the bulletin, for approval. Sometimes we may lack bulletin space to include all the details for your event. (No flyers are in the bulletin on Easter and Christmas)
7. You must have someone available for sign-ups on the days that your flyer is inserted/ event is verbally announced.

Dates Flyer Inserted: ____/____/____, ____/____/____

Date Inserted in Bulletin: ____/____/____

Dates Taking Sign-ups: ____/____/____ through ____/____/____

List announcement as seen in bulletin: