



BWBC Event Request Form

PERSON REQUESTING

Date Submitted:

Submitted By:

COORDINATOR INFORMATON

Event Coordinator Name:

Cell Phone Number:

Email Address:

EVENT INFORMATION

Event Name:

Ministry Hosting:

Requested Dates:

Start Date: Start Time:

End Date: End Time:

Setup Date: Setup Time:

Teardown Date: Teardown Time:

Type of Activity of Event: Total Number of Participants:

Location of Event:
(Address, City, State, Zipcode)

FACILITY(S) NEEDED

(Where in the Building will your Event take place)

- Classroom(s)
- Conference Room
- Fellowship Hall
- JRS General Purpose Room
- Kitchen
- Parking Lot
- Sanctuary
- Teen Activity Room
- N/A

DO YOU NEED A QR CODE?

- Yes
- No

EQUIPMENT REQUESTED

- AV Equipment
- Instruments
- Microphone
- Chairs
- Tables
- Easels / Flipchart
- N/A

IT REQUESTED NEEDED

- Audio Technican
- Video Technican
- Custodian(s)
- Security
- N/A

SPECIAL REQUESTS OR SETUP

(Please include Quantity & Special Setup (if needed))

Thank you for submitting your activity request.
Please call our church office at 972-790-8421 for additional questions.