

# SEXTON REQUEST - EVENT SUPPLEMENTAL DETAIL FORM



**Form Instructions:** Use this form to provide the preparation details for the event. This form must be completed by the Ministry Chairperson in full or it will be returned. The Director of the ministry must review, assess and confirm the planning details before advancing to the Church Administrator for processing. The form will only be advanced to the Pastor for final approval once all details are confirmed. Planning for all proposed events should begin no later than three to six months in advance (relative to the scale of the event). Once the event is approved, the Chairperson is responsible for coordinating with the Sexton to finalize details of set up of chairs, tables and other set up details and requests. Reminder: Include or forward roster of participants and attach program agenda and any additional information where necessary. Follow up with the Sexton and Church Administrator one week prior to the event to confirm all final details. Please arrive early to the event to assure all is as requested.

Ministry Name			
Ministry Chair Person			
Ministry Chair Phone		Ministry Chair Email	
Director Name			
Name of Event			

Event Day & Date	.	.	Event Start & End Time		
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How many Chairs Needed?	
How many tables Needed?	
Room Set up Options (Please Choose A or B)	<b>Set up Notes:</b>
Drawing of both table /chair set ups (A & B)	
New Tables and Chairs may be ordered soon so may change slightly.	
Other Notes:	

FORWARD THIS FORM TO THE FBCSO ADMINISTRATIVE OFFICE. A COPY WILL BE PLACED IN THE SEXTON'S MAILBOX AT THE OFFICE. To Reach the Sextons: Sister Myrna Byfield

Facility Requested? (Please check all that apply)	<input type="checkbox"/> Sanctuary <input type="checkbox"/> Fellowship Hall <input type="checkbox"/> Family Life Center <input type="checkbox"/> Kitchen <input type="checkbox"/> Parking Lot <input type="checkbox"/> Off-Site (Contract required)	Facility Notes, Concerns, Requests or inquiries?	
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**For Office Use Only:**

Received by C. Administrator (Sign & Date)		
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