



Activity Sheet

Activity Sheets are due each MONDAY by 5:00 p.m. for the FOLLOWING SUNDAY and forward. Submit to dianna.royland@fbcmoore.org.

OFFICE USE ONLY:
 Housekeeping
 Childcare
 Kitchen
 Other:

Date of Request:

Person Requesting:

All requests are considered on first come-first served basis with CHURCH WIDE events getting priority.

Start Date of Event	End Date	Day of Week
Arrival Time (setup should be complete)	Time of Event <i>From</i>	<i>To</i>
<u>WHO'S IT FOR?</u>		
Name of Event/Group		
Explain Event		
Approximate Attendance	Address if not at FBC	
Who's in Charge?	Daytime Phone Number	
Staff Member Responsible	Requestor's Email	

FACILITIES/EQUIPMENT NEEDED

Rooms Needed

Additional Equipment Needed

Tables/Chairs Needed

Sound Needed? Yes No Explain Sound Needs

Playpark is available for some events on first come-first served basis.

PUBLICITY (provided for large group events)

Publicity available on Website, in FirstNews E-newsletter, Marquee Sign, Newsletter

Email chris.malone@fbcmoore.org with your text for publicity and SPECIFY where it is to be published. Deadline if TUESDAY at NOON for the following Sunday and beyond.

CHILDCARE

Time Needed: From	To	Number of: Bed Babies	Preschool	School Age
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CHURCH VEHICLES

Vans – How Many? School Bus – How Many? Need vehicles from to

Who will drive?

****Church insurance requires certification for all bus and van drivers. CDL required for bus drivers. NO EXCEPTIONS.**

FOOD SERVICES

Type of service: (snacks, dinner, etc.)

Menu:

Other items needed:

Account Number to be charged:

<i>How many of each?</i>			
Large Drink Cups	Small Drink Cups	Small Dinner Plates	Dessert Plates
Large Bowls	Small Dessert Bowls	Forks	Spoons
Knives	Napkins	Plastic Table Covering	