

Checklist for Planning Events at VCL

(Please have this form completed when reserving a date on the church calendar)

Person responsible for the event:

Name: _____

Phone #: _____

Email: _____

Ministry Team sponsoring the event: _____

What is the event? _____

How does this event fit in with our current ministry thrust? _____

Date requested for event: _____ Alternate date: _____

Time of event: _____

Time & Date of set up: _____

Space needed: Please contact:

You are responsible to confirm availability

Auditorium office

Great Room office

Class room (s) CE

Youth Room Youth Pastor

Nursery CE

Kitchen Hospitality

Foyer Office

Grounds Office

Equipment needed:

You are responsible to set up and tear down.

TV

Projector

Overhead

Portable Sound System

Piano

Other: _____

Support needed:

You are responsible for contacting people for these jobs

Sound Team - John Stanonik

Eye Team - Andrew Johnson

Hospitality Team - Sharon Johnson

Custodial - Church office

Access to building (key) - Church office

This event is subject to VCL staff approval.

Approval given by: _____ Date: _____