

## 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: \_\_\_\_\_