

# EVENT ANNOUNCEMENT/ADVERTISEMENT FORM



First Baptist Church of Webster

173<sup>rd</sup> SE 1<sup>st</sup> Ave. Webster, FL 33597

Office: 352-793-3738 Fax: 352-793-3336

Name of Event: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Ph #: \_\_\_\_\_

Email: \_\_\_\_\_ Do you text?  Yes # \_\_\_\_\_

Preferred communication?  Landline Phone  Email  Text

Date(s) of Event      Set Up Date & Time: \_\_\_\_\_

Event Date & Start Time: \_\_\_\_\_

Event End Time: \_\_\_\_\_

Clean Up Date & Time Commitment Complete on: \_\_\_\_\_ by \_\_\_\_\_ am/pm

## **Announcement Request**

ALL requests need to be in writing and reach Amanda (via mailbox in copy room, email, or by fax). A NEW CUT OFF TIME IS BEING ENFORCED as of 2/1/14! Requests must reach **Amanda BEFORE 9am on Thursdays** to be printed in the following Sundays Bulletin. I cannot make exceptions so please properly prepare. Thank you so much!

### **WHAT WOULD YOU LIKE THIS ANNOUNCEMENT TO SAY?**

(Text may be edited upon review)

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**SEE REVERSE SIDE FOR MORE DETAILED ANNOUNCEMENT INFORMATION & OPTIONS**

# EVENT REQUEST AND INFORMATION FORM



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Office: 352-793-3738 Fax: 352-793-3336

Name of Event \_\_\_\_\_

Date(s) of Event \_\_\_\_\_  
Start time \_\_\_\_\_ Setup start time \_\_\_\_\_  
End time \_\_\_\_\_ Clean up end time \_\_\_\_\_

Your Name \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_

Your Ministry \_\_\_\_\_

**Please submit this form ATLEAST 30 days Prior to Event**

- 1.) Meet/Discuss overview of event with Pastor. Signed & Ok'ed by Pastor X \_\_\_\_\_
- 2.) Check calendar (and/or buildings being used) with Amanda in office
- 3.) \*\*If you are planning to use a Sunday School Classroom\*\* AS A *Courtesy* TO TEACHERS AFTER confirming the requested date is open you MUST contact SS teacher for the ok to use 'their' room and have them initial this form or have them call or email the office to give their 'ok'.

\_\_\_\_\_  Sanctuary \_\_\_\_\_  \_\_\_\_\_ Sunday School Room\*\*  
\_\_\_\_\_  Fellowship Hall \_\_\_\_\_  Use of Grounds Only (no restrooms)  
\_\_\_\_\_  Kitchen \_\_\_\_\_  Use of Grounds (and restrooms)

## Reservation information

Who is responsible for setup and cleanup? \_\_\_\_\_  
Who will unlock and lock the church? \_\_\_\_\_

(IF APPLICABLE) Have arrangements been made to pick up/drop off keys? \_\_\_\_ YES?  
When & Who? \_\_\_\_\_

If you have completed the above steps, you may now submit to Amanda in the office and proceed to  
Announcement & Planning Form

Office use: Confirmation of Event Approval: \_\_\_\_\_  
Calendar Date approved by: \_\_\_\_\_ Calendar Updated by: \_\_\_\_\_  
Deadline Set or other notes: \_\_\_\_\_

Deposit completed form in Amanda's Mail Box located in the office copy room, fax or email  
[secretary@fbcwebster.com](mailto:secretary@fbcwebster.com)