

# EVENT REQUEST FORM

## To Schedule an Event at FBC

Events are placed on the church calendar when an **Event Request Form** is completed and submitted to Joyce Wales at the Church Office. **Event Request Forms** may be obtained at our website [www.fbcbcr.com](http://www.fbcbcr.com) or from the Church Office. Forms may also be completed over the phone by calling 225-343-0397, FBC ext. 319. Please also note that, due to the number of events at First Baptist, completed forms should be submitted at least ten (10) days prior to the event.

\*Security is REQUIRED for all events and is SECURED THROUGH and DIRECTED BY First Baptist Church. Security charges may apply for your event.\*

Contact Name \_\_\_\_\_

Phone # \_\_\_\_\_ Email Address: \_\_\_\_\_

Event/Group Name \_\_\_\_\_ Date of Event \_\_\_\_\_

Starting Time \_\_\_\_\_ Ending Time \_\_\_\_\_

Room/s Requested \_\_\_\_\_

Total # Participants \_\_\_\_\_ Parking Spaces Needed \_\_\_\_\_

### Specific Requests:

_____ Projector	_____ VCR/TV
_____ Projector Screen	_____ Extension Cords
_____ Lectern/Stand(s)	_____ Music Stand(s)
_____ Round Table(s)	_____ Microphone(s)
_____ 6 ft Tables	_____ 8 ft Tables

Other Requests/Notes: \_\_\_\_\_

Requested by: \_\_\_\_\_

Date Requested: \_\_\_\_\_

Approval: \_\_\_\_\_

FEES (if applicable): \_\_\_\_\_

FEES Paid (if applicable): \_\_\_\_\_