



Canyon Chapel Event, Announcement & Facility Use - Work Flow Process (Church Related Event or Activity)

If you are having a church/ministry related event either on church property or off church property you will need to fill out an event form so that your event can be put on the church calendar, get into the bulletin, it can be announced on a Sunday morning and/or the building can be reserved for you. You can either:

1. Get a form from the "Church Event Form folder" behind the door in the sound room to complete and turn in or
2. Download from our website (Event Forms page under "About" tab)
 - a. www.CanyonChapel.org

Once completed you can either:

1. Put the form in the "New Event Form" folder behind the door in the sound room or
2. Scan and email it to Marilyn Hurst at marilyn@canyonchapel.org

All events will be subject to pastoral approval

Marilyn will then:

1. Notify the ministry leader and/or the contact person if dates are free and available
2. Get Event details onto the calendar.
3. Email the Communication Team (Sunday morning updates, Facebook, Bulletin, Media and Website) with the details to be published. If requested, the Logo and Graphics Team will be notified to make a logo or graphic for the event. If you have your own logo, graphic or artwork, please email it to Marilyn.

All communication of details, or changes to an event, please email Marilyn – this is the best way to make sure all communication avenues are updated.

Event forms need to be filled out by a ministry leader or with the approval of a ministry leader or pastoral team member. Event forms need to be turned in at least two (2) weeks prior to the event (preferably four weeks) to have time for processing, approval and notifications to the Communication Team.

*****NOTE***** All announcements for events (either on church campus or off church campus) – e.g., children's fundraisers, Wednesday night classes, church related party, youth group trips, etc. need to have a form filled out and be approved to be updated on Sunday mornings, in the bulletin, or with any other ways of communication.



canyon chapel

a foursquare church

Church Related Event Form

For all Events, Activities and Updates that are Officially Church Related

Name of Event: _____ **Est. # of attendees:** _____

Name of Ministry (associated w/event): _____

Name of Ministry Leader: _____

Name of Contact Person: _____

Contact Info: Cell Ph/Hm Ph: _____

E-mail: _____

Date of Event: _____ **Location (Circle One):** Church Facility or Off Campus Event

Rooms Requested (Circle all that apply):

- | | | |
|-------------------------|-------------------------|--------------------------------|
| Sanctuary | Canyon Room (35 people) | Cabin Room (20 people) |
| Prayer Room (15 people) | The Meadows (Nursery) | Club 56/Youth Room (30 People) |
| Basement | Kitchen | Great Room (Lobby) |

Cost to Participants: Regular Fee _____ **Late Fee:** _____

Set up date: _____ **Set up time:** _____

Event start time: _____ **End:** _____

What will you want?: Projector: ___ White Board: ___ Sound: ___ Chairs: ___ How Many?: ___ Tables: ___ How Many?: ___ Other: _____

Is Child Care provided: Yes / No Reg. Deadline: _____ **Late Reg.:** _____

How will people sign up?: E-mail: ___ Sign-up sheet at the "Guest Services" Table: ___ Other: _____

Do You need a Logo, Graphic or Artwork made for Event?: Yes or No - If you have your own artwork please submit by emailing it to Marilyn@CanyonChapel.org

Brief Description of Event: (e.g. "The 4th of July BBQ is a swim party, BBQ and game night for Students)

The Purpose of the Event: (e.g. "The 4th of July BBQ will give a chance for students to get to know each other better outside of Youth group and give an opportunity to bring friends that do not know Jesus or come to church.)

-----**Events Team Use Only**-----

Pastoral Approval: _____ **Date Received:** _____ **Date Approved:** _____

___: **Communications Team**

___: **Logo & Graphics Team (if requested)**

___: **Facilities Team (if needed)**

___: **Janitorial Team (if needed)**