



CANYON CHAPEL

LOVE MEND SERVE SEND

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, be announced on a Sunday morning and/or the building can be reserved for you.

- 1) Event Forms are located in the sound room, behind the door. You can either:
 - a. Pick up a form and fill it out or
 - b. Download from Website (Event Forms page under "Events" tab)
- 2) Turn in the Event Form to Marilyn
- 3) All events may be subject to pastoral approval and changes if needed
- 4) Marilyn will notify Ministry Leader and contact person of decision
- 5) Marilyn will get Event details onto the Calendar
- 6) 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
- 7) 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 ASAP in order to have time for approval and to notify the Communications Team in order to properly get your event updated and communicated to the church

*** NOTE*** All announcements for events (Either on church campus or off church campus) – Children's Fundraisers, Wed. Night Classes, Church related Party, Youth Group Trip, etc. need to have a form filled out and be approved to be updated on Sunday Mornings, on the website, or with any other ways of communication.



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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 with 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) Toddler Room (20 people)

Prayer Room (15 people) The Meadows (Nursery) 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?: (Round___) (Rectangular___) 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: ___

Website: ___ Other: _____

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)