

METRO EAST BAPTIST CHURCH  
Calendar Event Request Form (CERF)

This form is the first step to calendar, plan, and publicize your event at Metro East Baptist Church. This form is to be completed by the person planning the event. Return by e-mail to: [tfry@metroeastbaptist.com](mailto:tfry@metroeastbaptist.com), or drop off in person. Office hours: Mon. - Thurs. 8:30am to 4:30pm, Fri. 8:30am to 12pm.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Event: \_\_\_\_\_

Location: Bldg. \_\_\_\_\_ Room No. \_\_\_\_\_ Dates: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
MM DD YY

Is this an ongoing event?  Yes  No If yes, what is the event frequency: \_\_\_\_\_  
(weekly, bi-weekly, monthly, quarterly . . . )

From (date): \_\_\_\_\_ Through (date): \_\_\_\_\_

Excluding these dates: \_\_\_\_\_

Set-Up Time: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Vacate Time: \_\_\_\_\_

### Event Description

Answer these questions to provide information about your event for publicity. Answer EACH question THOROUGHLY.

Who is invited? \_\_\_\_\_ Approximately how many people (including children) : \_\_\_\_\_

What is the purpose of the event? \_\_\_\_\_

Why should people participate? \_\_\_\_\_

How much will it cost? \_\_\_\_\_

How should people sign up? Where? \_\_\_\_\_

Who do people call / e-mail to get more information? \_\_\_\_\_

Are there deadlines? \_\_\_\_\_

Use the space below to further describe your event. (For example, details about the curriculum, book, DVD, or speaker at your event!)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Publicity

All events automatically receive advertising in the Sunday bulletin and Vision E-Newsletter.

Other publications:  Bulletin Insert  Brochure  Posters  Flyer  Program

Other \_\_\_\_\_

If you are providing printed materials, attach a sample of each kind, and indicate how and when they are to be used.

Please e-mail logos and artwork in .jpg format to Teresa Fry at [tfry@metroeastbaptist.com](mailto:tfry@metroeastbaptist.com).

## Set-Up Diagram

Using the space below, draw a diagram of how you want your event space to look. BE DETAILED.

### Equipment / Food Service

<b>Seating:</b> Tables # _____ Chairs # _____  Table Clothes # _____	<b>Access to Kitchen:</b> <input type="checkbox"/> Main <input type="checkbox"/> Lounge  <b>Coffee:</b> Reg _____ Decaf _____  Ice Tea _____	<b>Styrofoam Plates # _____</b>  <b>Styrofoam Bowls # _____</b>  <b>Styrofoam Cups # _____</b>  <b>Napkins # _____</b>	<b>Plastic Forks # _____</b>  <b>Plastic Spoons # _____</b>  <b>Plastic Knives # _____</b>  <b>Other: _____</b>
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### Audio/Visual

TV/DVD \_\_\_\_\_ Video Projector \_\_\_\_\_ Overhead Projector \_\_\_\_\_ Podium \_\_\_\_\_ Easel \_\_\_\_\_

Sound Booth Technical Staff/Operator  Worship Center  Lounge

Other Technical Support: \_\_\_\_\_

### Office Use Only

Date Received: \_\_\_\_\_ Facilities Approval: \_\_\_\_\_ Pastors/Leadership Approval: \_\_\_\_\_

CERF copies forwarded to: Pastors \_\_\_ Child Care \_\_\_ Custodial Staff \_\_\_ Hospitality Team \_\_\_ Tech Team \_\_\_

Key Requested: \_\_\_\_\_ Issued to: \_\_\_\_\_ On (Date): \_\_\_\_\_ Returned: \_\_\_\_\_