

TODAY'S DATE \_\_\_\_\_

**NIXA FIRST ASSEMBLY OF GOD  
CHURCH SPONSORED EVENT PLANNER**

**EVENT INFORMATION . . .**

EVENT LEADER \_\_\_\_\_ PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

EVENT \_\_\_\_\_ MINISTRY \_\_\_\_\_ PASTOR/STAFF \_\_\_\_\_

START DATE \_\_\_\_\_ TIME \_\_\_\_\_ END DATE \_\_\_\_\_ TIME \_\_\_\_\_

SET UP DATE \_\_\_\_\_ TIME \_\_\_\_\_ TEAR DOWN DATE \_\_\_\_\_ TIME \_\_\_\_\_

DAY(S) OF THE WEEK: [ ] SUNDAY [ ] MONDAY [ ] TUESDAY [ ] WEDNESDAY [ ] THURSDAY [ ] FRIDAY [ ] SATURDAY

RECURS: [ ] WEEKLY [ ] 1ST [ ] 2ND [ ] 3RD [ ] 4TH [ ] 5TH [ ] EVERY OTHER WEEK [ ] MONTHLY

**STANDARD FACILITIES INFORMATION . . .**

List ALL detail, including childcare. Give approximate numbers when count is unknown (where applicable).

ROOMS: \_\_\_\_\_ ATTENDING \_\_\_\_\_ Childcare [ ] YES [ ] No

TABLES: Rectangle 8' \_\_\_\_\_ 6' \_\_\_\_\_ 4' \_\_\_\_\_ Round 6' \_\_\_\_\_ 5' \_\_\_\_\_ 4' \_\_\_\_\_ CHAIRS: \_\_\_\_\_ Podium [ ] Yes [ ] No

PAPER PRODUCTS & FOOD ITEMS: Cups \_\_\_\_\_ Dinner Plates \_\_\_\_\_ Dessert Plates \_\_\_\_\_ Bowls \_\_\_\_\_ Napkins \_\_\_\_\_ Forks \_\_\_\_\_

Knives \_\_\_\_\_ Spoons \_\_\_\_\_ Stir Sticks \_\_\_\_\_ Sugar \_\_\_\_\_ Sweetener \_\_\_\_\_ Creamer \_\_\_\_\_ Cambros \_\_\_\_\_ Warmers/Sternos \_\_\_\_\_

Coffee Pot: [ ] 55 cup [ ] 10 cup Additional detail: \_\_\_\_\_

**NON-STANDARD FACILITIES REQUEST (Check ONLY if applicable)**

Lattice Panels (2) \_\_\_\_\_ Portable Sound System \_\_\_\_\_ Microphone(s) \_\_\_\_\_ Television \_\_\_\_\_ DVD Player \_\_\_\_\_

Available with approval from Music Department.: Columns: [ ] YES [ ] NO 6' \_\_\_\_\_ 8' \_\_\_\_\_

Table Décor and Linens not available.

SOUND AND OR VIDEO TECHS ARE REQUIRED IF FACILITIES REQUEST IS FOR THE SANCTUARY AND/OR THE ROCK.

**PROMOTIONAL INFORMATION . . .**

Print following information clearly or email: [rdasal@nixafirst.org](mailto:rdasal@nixafirst.org).

[ ] BULLETIN - \_\_\_\_\_

[ ] SIGN UP on tear off portion of bulletin!

[ ] PROMOTIONAL TABLE for advertising! [ ] South Foyer OR [ ] Main Foyer

**VAN INFORMATION . . .**

DESTINATION \_\_\_\_\_

# VANS: \_\_\_\_\_ SPECIAL REQUESTS \_\_\_\_\_

DRIVER(S) MUST BE ON APPROVED DRIVER LIST.

DRIVER(S): #1 \_\_\_\_\_ LICENSE TYPE \_\_\_\_\_

#2 \_\_\_\_\_ LICENSE TYPE \_\_\_\_\_

**SET UP ROOM DIAGRAM(S) BELOW!**  
(PLEASE INCLUDE WINDOWS AND DOORS.)

ADDITIONAL SET UP & TEAR DOWN DETAILS \_\_\_\_\_

**AUTHORIZATION . . .**

**OFFICE USE ONLY**

MINISTRY PASTOR/STAFF - SIGNATURE/DATE REQUIRED PRIOR TO FORM AUTHORIZATION OFFICE!

PASTOR/STAFF \_\_\_\_\_ DATE \_\_\_\_\_

MUSIC/SOUND/VIDEO \_\_\_\_\_ DATE \_\_\_\_\_

BUILDINGS & PROPERTIES \_\_\_\_\_ DATE \_\_\_\_\_

SANCTUARY \_\_\_\_\_ DATE \_\_\_\_\_

THE ROCK (CHILDREN) \_\_\_\_\_ DATE \_\_\_\_\_ (YOUTH) \_\_\_\_\_ DATE \_\_\_\_\_

OTHER \_\_\_\_\_