

GFC MEMBERS EVENT PLANNING GUIDELINES

If the event only involves the use of the foyer and/or food warming area, please use **SECTION A**.

If the event involves use of the auditorium/sanctuary as well as the food warming area, please use **SECTION B**.

If an outside speaker/group is involved, please submit their testimony/statement of beliefs to the elders *before* completing this form.

Please return the completed form to Frank Bennett and direct any building related questions directly to him. If your event is related to the GFC Ladies' Ministry, please provide a copy for Linda Hawk.

SECTION A – Use of Foyer and/or Food Warming Area Only

Date submitted: _____

Your name: _____

Your street address: _____

Your city/state/zip code: _____

Your phone (with area code): _____

Your email: _____

Date & time of event: _____

PLEASE CHECK THE CHURCH CALENDAR AT gfcavon.org PRIOR TO SUBMITTING.

Purpose of event: _____

Who will be responsible for the following:

- Set-up (chairs/tables/etc.) _____
- Tear-down (chairs/tables/etc.) _____
- Carpet swept afterwards _____
- Food warming area left cleaned _____
 - Leftover food disposed of _____
 - All pans, dishes and utensils used should be washed, dried and put away _____
 - Stove, sink and countertops left clean _____
 - Floor swept and mopped (if needed) _____
 - Trash carried to outside dumpster (do not drag garbage bags on carpet) _____

SECTION B – Use of Auditorium/Sanctuary, Foyer and/or Food Warming Area

Date submitted: _____

Your name: _____

Your street address: _____

Your city/state/zip code: _____

Your phone (with area code): _____

Your email: _____

Date & time of event: _____

PLEASE CHECK THE CHURCH CALENDAR AT gfcavon.org PRIOR TO SUBMITTING.

Purpose of event: _____

Theme or topic of event: _____

Who is planning with you? _____

Volunteers needed: _____

Volunteers you have: _____

Expected attendance: _____

Plans to promote: _____

Detailed Cost Plan – Include honorarium, promotional costs, decorations, favors/gifts, food, paper supplies, etc.

Detailed Procurement Plan – Include details of how the required funds will be procured to support the event
If a fund-raiser is needed for the event, please contact the elders.

Checklist (for Section B events)

- Thermostat set as needed before and after event (see Frank Bennett)
- Doors unlocked prior to event and locked afterwards (see Frank Bennett)
- Sound technician (if needed)
 - Name of sound technician: _____
- Chairs and tables set-up and put away (if needed)
 - Person responsible: _____
- Stage area re-arranged for event (see Jeremy Wright if needed)
 - If event takes place before Thursday, stage is to be re-set by 6:00 pm Thursday
 - If event takes place on Friday or Saturday, stage must be reset by Saturday evening.
 - ALL STAGE ARRANGEMENTS MUST BE UNDER GUIDANCE OF JEREMY WRIGHT AND THE SOUND TECHNICIAN.
- Bathrooms cleaned and restocked as needed
 - Person responsible: _____
- Carpets swept after event
 - Person responsible: _____
- Food warming area left clean and tidy.
 - Leftover food disposed of
 - All pans, dishes and utensils used should be washed, dried and put away
 - Stove, sink and countertops left clean
 - Floor swept and mopped (if needed)
 - Trash carried to outside dumpster (do not drag garbage bags on carpet)
 - Person responsible: _____
- Parking issues. Note that while Grace Fellowship is not responsible for other groups using our lot (e.g. AJAA sports facility across the street) we often have cars in the lot who are not using the church building. If you intend to use the lot when there is an event at AJAA it is highly advised that you have a volunteer monitor the lot for your event. Check the AJAAonline.com website for information on their events.
 - Person responsible: _____