

**First Baptist Church of Amarillo**  
**Calendar Request for Facilities, Equipment & Supplies**

Organization or Group \_\_\_\_\_

Activity \_\_\_\_\_ Approx. # Attending \_\_\_\_\_

**DATE:** (1st choice) \_\_\_\_\_ (2nd choice) \_\_\_\_\_

**EVENT TIME:** From \_\_\_\_\_ am/pm To \_\_\_\_\_ am/pm **PLACE:** \_\_\_\_\_

SET-UP BEGINS @ \_\_\_\_\_ am/pm CLEAN-UP ENDS @ \_\_\_\_\_ am/pm

NURSERY/CHILDCARE NEEDED? NO YES

TRANSPORTATION NEEDED? NO YES # of Vans \_\_\_\_\_ # of Buses \_\_\_\_\_

Driver Name(s) \_\_\_\_\_

KITCHEN NEEDS (Requests must be submitted in writing 10 days prior to event to allow for communication with catering and ordering of supplies.)

- Full Service-order food, staff to serve, clean-up \_\_\_\_\_
- Partial Service-order food/supplies, setup \_\_\_\_\_
- Order Supplies only-paper goods, drinks, tablecloths \_\_\_\_\_
- No Kitchen Service/Supplies Needed

FACILITIES & EQUIPMENT NEEDS \_\_\_\_\_  
(Chairs, tables, visual aids, etc)

Make additional notes and/or diagram of special room arrangements below:

Requested by \_\_\_\_\_ Phone \_\_\_\_\_ Date \_\_\_\_\_

ALL REQUESTS MUST RECEIVE FINAL APPROVAL AT THE WEEKLY CALENDAR MEETING ON MONDAY.

**FOR OFFICE ONLY**

- |                                              |                                         |                                                   |
|----------------------------------------------|-----------------------------------------|---------------------------------------------------|
| <input type="checkbox"/> <b>Housekeeping</b> | <input type="checkbox"/> <b>Kitchen</b> | <input type="checkbox"/> <b>Loft</b>              |
| <input type="checkbox"/> <b>F.L.C.</b>       | <input type="checkbox"/> <b>Music</b>   | <input type="checkbox"/> <b>Wedding</b>           |
| <input type="checkbox"/> <b>Connie</b>       | <input type="checkbox"/> <b>Tech</b>    | <input type="checkbox"/> <b>Pending More Info</b> |

\_\_\_\_\_  
**Approved/Date**

