



EVENT SCHEDULING FORM (ESF)

Use this form to request a date be added to the communications calendar for an event or to reserve a room or large group area. The form will be taken to our weekly staff meeting to ensure that there are no competing events. Our Admin Assistant will let you know as the event is approved and that there are no competing events.

Event Information

Date(s): _____ Times: _____ AM/PM to _____ AM/PM

Building access needed _____ AM/PM to _____ AM/PM (if different from above)

Event Name: _____

Is this a church-related activity? Yes No

Location: On Campus – Room: _____

Off Campus – Location: _____

Announcement wording/content:

Is there a graphic associated with this event/announcement Yes No

If there is an announcement, please send that graphic to office@onechurchjaxbeach.com

Contact Information

Event Coordinator Name: _____ Cell #: _____

Email: _____

Staff Member consulted: _____

Number of guests expected to attend the event? _____

Do you need: Key? Yes

Please note: The event coordinator is responsible for leaving the facility ready for Sunday, including set-up and clean-up. If using the Fellowship Hall, please return additional tables and chairs to the closet. Do not stack them up against the walls. Thank you!

Children must be supervised at all times and are not permitted to use LifeGroup classrooms or any other areas not reserved for the event listed.

Signature: _____

Office Use Only:

Received: _____; Approved: _____; Communications Calendar: _____; Website and Facebook (if applicable): _____;

Confirmation Email Sent _____