

Today's Date: \_\_\_\_\_

# Event Scheduling Request Form

Name of Event or Group: \_\_\_\_\_ Is your event a PBC-related event Y N

Event Coordinator or Contact: \_\_\_\_\_ Phone Number of Contact: \_\_\_\_\_

Short Description of Event \_\_\_\_\_

Event Date: \_\_\_\_\_ Day of the Week (circle): S M T W Th F S

Event Time: \_\_\_\_\_ - \_\_\_\_\_

Have you made previous arrangements for set-up and clean up?

Set-up Time \_\_\_\_\_

Clean-up Time \_\_\_\_\_

Please fill in ALL blanks that apply.

Don't forget to include the date, time, & location.

This request cannot be approved until everything is filled in.

## Event Location:

\_\_\_\_\_ Plano Bible Chapel, or

Rooms needed: \_\_\_\_\_

\_\_\_\_\_ Off PBC campus

Address of destination or location: \_\_\_\_\_

## Event Equipment Needed:

## Have you made previous arrangements for the following?

\_\_\_\_\_ Sound System

\_\_\_\_\_ Nursery

\_\_\_\_\_ Plano Bible Chapel 24 passenger bus

\_\_\_\_\_ Sound Technician

\_\_\_\_\_ Key to PBC (see Donna Blackmon)

\_\_\_\_\_ Video Technician

\_\_\_\_\_ Extra tables and /or chairs

\_\_\_\_\_ Other

\_\_\_\_\_ Presentation Equipment

\_\_\_\_\_ Other

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## For PBC Office use only:

\_\_\_\_\_ Added to Staff Agenda

\_\_\_\_\_ If bus is requested, copy to John Lewis

\_\_\_\_\_ Added to PBC Calendar

Received By: \_\_\_\_\_ Date \_\_\_\_\_