

Bar None Cowboy Church Event

(Must be submitted to Office prior to Leadership Team Meeting in order to place on Calendar. Leadership Team Meeting is the Sunday following the first Tuesday of each month)

Event: _____

Event Date: _____

Event Time: _____

Ministry Team responsible for Event: _____

Brief explanation of event: _____

Target age group for Event: _____

Facility requested for event: (list all applicable) _____

Do you have volunteers recruited to help with event? _____ Yes _____ No

Will event require Child Care? _____ Yes _____ No

Have you contacted the Nursery Coordinator? _____ Yes _____ No

Will event require food? _____ Yes _____ No

Details pertaining to food: times needed etc

Have you contacted Chuck Wagon Team Leader / Kitchen Team Leader? _____ Yes _____ No

(this form does not need to serve as your contact to these teams)

Will event require Production team involvement? _____ Yes _____ No

_____ Video Viewing _____ Videoing event _____ Photos Taken

_____ Slideshow Creating _____ Other

Have you contacted Production Team Leader? _____ Yes _____ No

Will event require Music team involvement (includes sound booth)? Yes No
Have you contacted Music team leader? Yes No

Will other ministry teams be involved? Yes No
Have you contacted those team leaders? Yes No

Have you made arrangements for set up/clean up? Yes No
(Remember, your team is responsible for cleaning up during and after your event)

Have you check church calendar for any date conflicts? Yes No

Will you need flyers/promotional material? Yes No

Additional information regarding event:
