

Calendar Request Form

This form can also be completed and submitted online at www.PHPC.org/CalendarForm

NAME OF EVENT: _____

LOCATION OF EVENT: _____

DATE(S) OF EVENT: _____

EXACT TIME OF EVENT: Time people will arrive & depart: **From:** _____ a.m./p.m. **To:** _____ a.m./p.m.

Reserved Time for Event: Time needed for set-up, decorating, etc.: **From:** _____ a.m./p.m. **To:** _____ a.m./p.m.

COUNCIL (responsible for this event):

- | | | |
|---|--|-------------------------------------|
| <input type="checkbox"/> Administrative | <input type="checkbox"/> Diaconate | <input type="checkbox"/> Foundation |
| <input type="checkbox"/> Clerk-Moderator | <input type="checkbox"/> Discipleship | <input type="checkbox"/> PHP School |
| <input type="checkbox"/> Community Outreach | <input type="checkbox"/> Evangelism/Membership | <input type="checkbox"/> Worship |

Show on Web Calendar?

Yes No

CHILDCARE:

Would you like childcare to be provided? Yes No

- Worship event (No reservation required)
- By reservation only with 48-hr prior notification to 214-368-6348, ext. 108

CUSTODIAN SUPPORT:

Instructions for Custodians: (attach an additional set-up page, if needed)

<p>Normal Custodial Staffing Hours are listed below. If any portion of set-up or tear-down falls outside of these hours, overtime will have to be approved and charged to council's account</p> <p>7 a.m.— 8:30 p.m. Monday–Thursday 7 a.m.— 4 p.m. Friday 7 a.m.— 1:30 p.m. Saturday 7 a.m.— 2:30 p.m. Sunday</p>	<p>Overtime Approved _____ Acct. _____</p> <p style="text-align: center;"><small>Exec. Assoc. Pastor</small></p> <p>Staff Available _____</p> <p style="text-align: center;"><small>Dir. Of Property & Services</small></p>
--	--

EQUIPMENT/SUPPLIES NEEDED: Internet (limited access), audio/visual, coffee, tables, chairs, etc.

VEHICLE: **Will the Church Bus be used? Yes No** (Requires an approved driver with a Class C driver's license.)

Driver: _____ Phone: _____

CONTACT PERSON: _____ **PHONE:** _____

DATE SUBMITTED: _____

Submit to Katie Dollar in the Church Office. Attach an additional set-up page, if needed. Changes or questions? Katie can be reached kdollar@phpc.org or 214-368-6348, ext. 110



Event Planning Checklist

This checklist is intended to help you plan and publicize your event.

How will event registrations be made?

- If a reservation line is needed, contact Linda Smith at 214-368-6348, ext. 111 or lsmith@phpc.org.
- The communications department can help with online registrations if needed (contact information below)
- If you would like to sell tickets or take reservations in the Atrium, you must reserve Atrium counterspace with the communications department (contact information below).

Submit for Reimbursement of out-of-pocket expenses

A PHPC Requisition Form should be filled out and signed by the Council/Ministry Team Chair or Staff-Liaison. Please attached an itemized receipt to the form and submit to the Finance office within 30 days of your event. Forms are available in the Finance office.

Getting Your Event Plugged into PHPC Communications

Once you have completed and submitted your Calendar Request Form (other side), you may submit your publicity information to the Communications Department. Please see the Publicity Submission Information Document on how to proceed. This document is available in the church office or at www.PHPC.org/communications.

Questions? Contact the department at communications@phpc.org or 214-368-6348, ext. 170.