

Return this COMPLETED form to Victoria@bcc-la.org

Event requests are processed noting calendaring conflicts, then reviewed & approved by a BCC committee. Please allow a few days for the process to take place.

BCC Calendar/Event Form

(Please fill out FULLY for each non-reoccurring event —Print Clearly)

Date Submitted: _____

Date Received: _____



Event Name: _____

Date(s) of Event/s: _____

Setup Time: _____ to _____

Starting Time: _____ **Ending Time:** _____

Teardown Time: _____ to _____

Main Contact Person: _____

Sponsoring Committee: _____

Email: _____

Land line: _____ **Cell phone:** _____

yes no **Security Guard:** Security must be paid by renters and require a minimum of 5 days in-advance notification. Security guard/s is required for events of over 75 people. (Members, please ask if a security guard is already budgeted for your event.)

Event Coordinator/Responsible Person throughout the event day with duties of opening & closing, managing event (i.e., set-up, clean-up), handling any emergencies, collecting cash from sales:

Spaces to Be Used for this event – Check all that apply:

- Classroom/Library Sanctuary Patio Other: _____
 Lobby Small Classroom/Oneg room

Expected Number of People in Attendance:

- 0-5 20-40 60-100
 5-10 40-60 Other: _____
 10-20

Event Description:

OTHER NEEDS (check all that apply)

Piano: yes no

Location of Piano _____

Conference Phone

If your event requires multiple changes throughout its duration, a designated staff person to manage lighting, A/C, projectors, table arrangements, etc. may be required. Please see Felicia Park Rogers to discuss logistics.

For lighting needs consider these options.

- Full Lighting Dim Lighting Dark room In Sanctuary Shades on privacy
 Shades on Blackout Skylight shades partial Skylight Shades on Blackout

For technical options:

- Flat screen showing DVD/bluray
 Flat screen showing closed circuit security camera view
 Flat screen showing closed circuit sanctuary view
 Additional Help/Equipment/Set up Needed, Please Describe: _____

BCC EVENT PLANNERS: Use map on last page to draw your set-up

- Draw a room set up for your event (outlining table/s & chairs placement in room/s to be used).

SANCTUARY MAP

MEMORIAL WALL

Keep path clear - fire exit

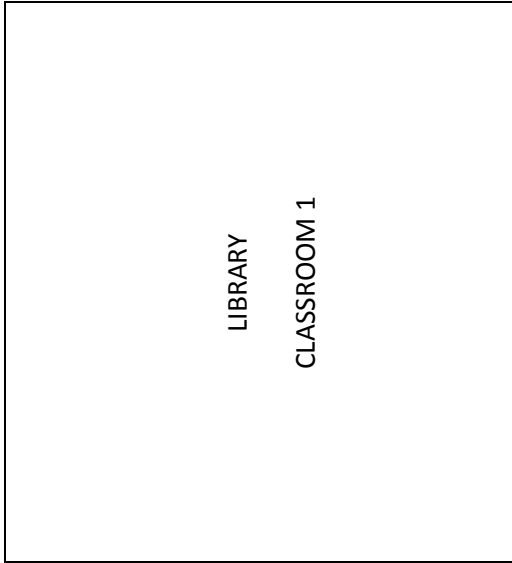
BENCH

Stained Glass Windows

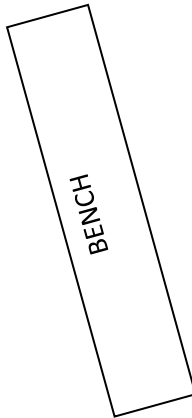
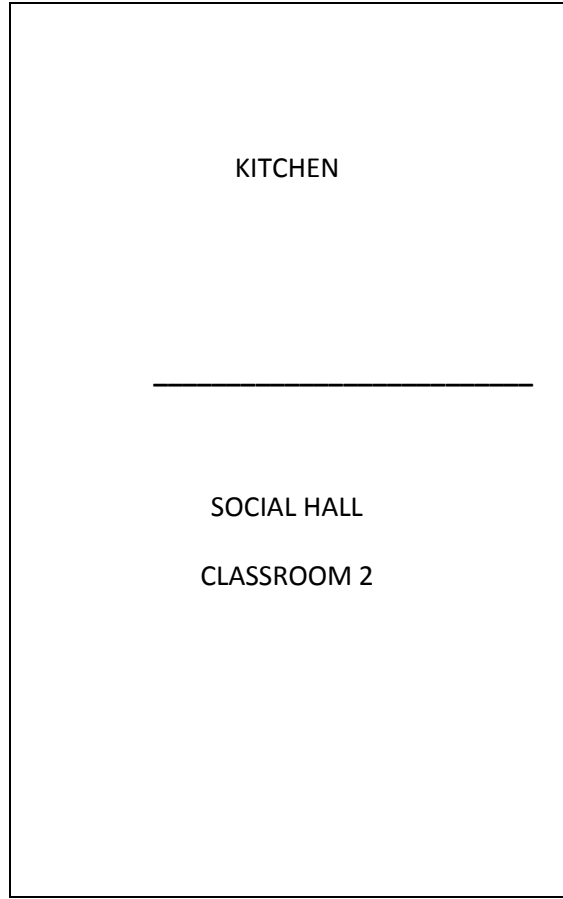
BIMAH



CLASSROOM/LOBBY MAP



RESTROOMS →



LOBBY

← SANCTUARY