

# Website Event Request Form

Please email this completed form to Hunter Stricklin at [hunter@caryfbc.org](mailto:hunter@caryfbc.org). Once he gets this form he will take 5 days to post the event. The description you put in this form will be copy and pasted to the website.

Name of event: \_\_\_\_\_

Who is this event for: \_\_\_\_\_

When is the event: \_\_\_\_\_

Where is the event: \_\_\_\_\_

Purpose of the event:

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Brief paragraph description of the event (written as if the person reading this doesn't know anything about Cary First or what this event is):

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# Event Checklist

## Basic Information:

Name of Event: \_\_\_\_\_

Pastor Contact: \_\_\_\_\_

Coordinator for Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Purpose of Event: \_\_\_\_\_

Budget for Event: \_\_\_\_\_

Where is the money coming from? \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

Do people need to register? \_\_\_\_\_ If yes, do you need us to create a signup sheet? \_\_\_\_\_

Date and Time of Event: \_\_\_\_\_

## Vehicles

Do you need a bus/buses? If yes, how many? \_\_\_\_\_

Do you need to rent any vehicles? \_\_\_\_\_

Do you need the F-250? \_\_\_\_\_

Who will be driving? \_\_\_\_\_

Does Donna have their Certificate of Insurance (COI)? \_\_\_\_\_

Did you reserve the vehicles with Sharon? \_\_\_\_\_

## Block Party Trailer

Is the Block Party Trailer needed? \_\_\_\_\_

What are you going to use out it? \_\_\_\_\_

\_\_\_\_\_

## Food

Will there be food at the event? \_\_\_\_\_

Are we cooking the food or is it being catered? \_\_\_\_\_

Who is in charge of cooking the food? \_\_\_\_\_

Who is catering/supplying the food? \_\_\_\_\_

Have you placed the order? \_\_\_\_\_

Is the food being delivered or picked up? \_\_\_\_\_

If the food is being picked up, who is getting it? \_\_\_\_\_

## Volunteers

How many volunteers do you need? \_\_\_\_\_

Who is setting the event up?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Who is cleaning the event up?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What activities do you need volunteers to run?

\_\_\_\_\_  
\_\_\_\_\_

## Supplies

<input type="checkbox"/> Name Tags	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> T-Shirts	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> Sign-In Sheets	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> Sound System	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> Signs	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____