

Farmington First United Methodist Church ACTIVITY INFORMATION SHEET

Date of Activity: _____

Is this activity a weekly function Yes No
 Is this activity a monthly function Yes No

Please give this information to the church administrator **THREE WEEKS** prior to the event.
 You also need to forward completed copies of this form to each person listed below.

What?

Name of Event: _____
 Purpose/Nature of Activity: _____
 Name of Organization/Committee _____

Who?

Person Responsible: _____ Phone: _____
 Contact Person: _____ Phone: _____
 Lock-up Person: _____ Phone: _____

Custodial Services	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Who?	_____
Nursery Needed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Who?	_____
PA System/Microphone	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Who?	_____
Publicity?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Who?	_____
Refreshments?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Who?	_____
Tellers needed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Who?	_____
Ushers needed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Who?	_____

When? Starting Time: _____ Ending Time: _____ (includes clean up)

Where? Room _____ Cost: _____

<input type="checkbox"/> Choir Practice Room	<input type="checkbox"/> Choir Robing Room	<input type="checkbox"/> Classroom(s) Rm # _____
<input type="checkbox"/> Wesley Hall	<input type="checkbox"/> Markham Room	<input type="checkbox"/> Sanctuary
<input type="checkbox"/> Kitchen	Other (specifically) _____	

How? Financed by Church budget (fill out "Blue Sheet") _____ Funded by proceeds? _____

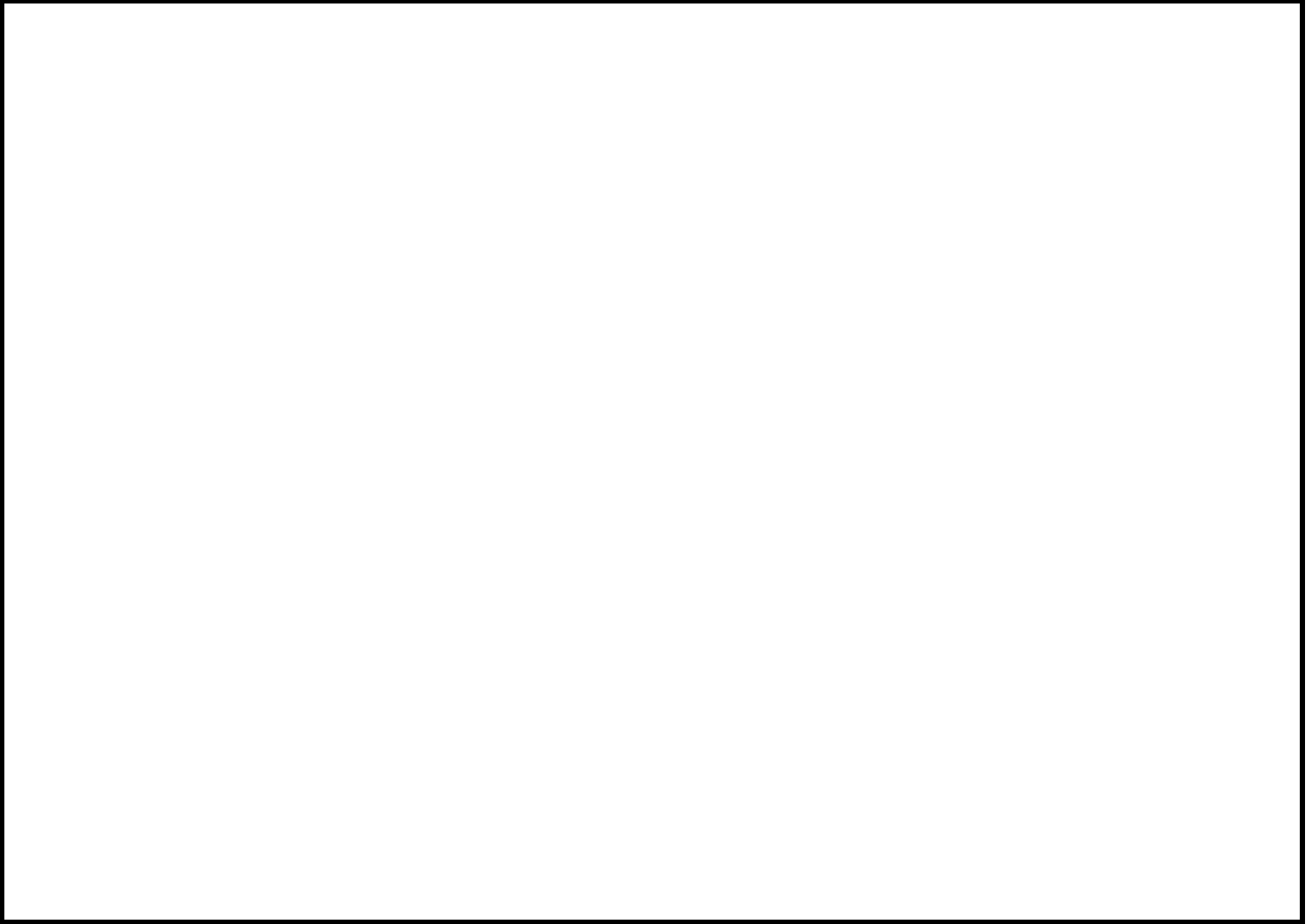
Approval: (Initials of appropriate chairperson)

Council _____	Council of Ministries _____	Pastor _____
Trustees _____	Worship & Music _____	Work Areas _____
Other (specify) _____		

Today's Date: _____

Room Layout (Diagram and/or Description)

Name of Room: _____



Please indicate "door" area on drawing

Notes: _____

Please direct any questions to: _____ Phone: _____