



Bethel Church

# Bethel Event Form

Use for Bethel Sponsored Events not held on FF Campus

702 W. Alcott Ave., Fergus Falls, MN  
112 E Main St, Battle Lake, MN

TODAY'S DATE: \_\_\_\_\_

A Bethel sponsored event is any event under the authority of Bethel's leadership that furthers the mission of the congregation. Typically this includes church program events and events planned and arranged for by Bethel's staff.

**Directions: Please complete and return to the church office at least one week prior to event.**

## ACTIVITY INFORMATION

**Event Name :** \_\_\_\_\_

**Day/Date(s):** (mm/dd/yy) \_\_\_\_\_ **Start & End Time of Event:** \_\_\_\_\_  
**Please have room set up by** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Brief description of event for promotional purposes (please use reverse side if needed)**

## CONTACT INFORMATION

**Person/Group Making Request:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**NOTICE:** While every effort is made to ensure usage will not conflict with other organized programs at Bethel, such conflict may not always be preventable. When conflicts do occur, adjustments will be made appropriately to accommodate.

\_\_\_\_\_  
Signature of Responsible Party

\_\_\_\_\_  
Signature Director of Operations

**cc:**  Dir. of Operations  Worship  Youth  BBL  
 Children  Faith@Home  
 Communications  Other \_\_\_\_\_

Date Clear  Added to Calendar \_\_\_\_\_  
 Approved Reason if no \_\_\_\_\_

## Promotion Requests:

Please include any details about your event that you wish to be promoted. Include things such as

- Childcare – provided?
- Sign up needed? Who is making this? Where to sign up? By when? Deadline?
- Cost involved? Check made to \_\_\_\_\_?
- Who's invited? (target group) \_\_\_ FF campus \_\_\_ BBL campus \_\_\_ both other \_\_\_\_\_