



The Church of the Good Shepherd

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Event Coordinator: Claude Coulson

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Special Church Event Application Checklist

For church related groups, Ministries and Outreach organizations

Thank you for volunteering to champion a Church activity! We all want every event to be successful; and to help organize the details of the event planning, we have developed this list of items that are required for events for your guidance and reference as you organize and implement the event details.

For your event request to move forward, please complete the areas below to the best of your ability and submit them to our Event Coordinator.

Title of Event:		Proposed Event Date:	
Point Person:		Contact Phone:	
Contact Email:		Ministry, Outreach or Group:	
Event Start Time:		Event End Time:	
Estimated attendance: Adults _____ Children _____			
DESIRED LOCATION(s)	Parish Hall (Capacity; 190 standing, 160 w/chairs & tables)		
	Kitchen (Capacity; 12)		
	Conference Room (Capacity; 20)		
	Other		
	Other		
FACILITIES NEEDED	Kitchen (non-cooking)		
	Kitchen (cooking)		
	Tables – How Many		
	Chairs – How Many		
	A/V Equipment (i.e. projector, microphones, DVD/Blu-ray player) (Please note this requires a qualified individual to operate)		
	Other		
SEXTON SERVICES (circle one)	Table Setup: Not needed Square Rows Other:		
	Chair Setup: Not needed Chairs only Chairs with tables		
BUILDING ACCESS:		Your primary church contact to unlock and secure the facilities NAME:	

EVENT BUDGET & EXPENSES

Please list budget resources (donations, church budget, etc.) and amounts:

Printing costs:	Advertising costs:
Mailing Costs:	Food Costs:
Entertainment costs:	Equipment rental:
Decorating costs:	Total Est. Cost:

What process have you set-up to submit funds to the Treasurer or Assistant Treasurer:

**Please note a Requisition for Reimbursement Form must be completed & submitted to the Treasurer along with receipts. If needed, the Parish Administrator can supply a Tax-Exempt Form for purchases.*

EVENT JOB DUTIES

<p>Did you create a sign-up sheet and assign people to each task? (We will ask for a list of these people as event planning progresses)</p> <p><i>*Vestry has adopted the GREEN INITIATIVE. In order to ensure efforts to minimize eco impact, please contact a member of the Green Ministry for further assistance and recommendations.</i></p>	Food Menu & Suppliers:
	Food Prep:
	Setup & Decorating:
	Cleanup:
	Master of Ceremonies:
	Help during event:

EVENT ACTIVITIES

Games planned: Yes No	Supplies for activities:	
Are there prizes: Yes No	How will prizes be obtained: Purchased	Donations

EVENT PUBLICITY

Have you written a press release? (at least 30 days in advance) Yes No	Has it been submitted for the website & Facebook? Yes No
Have you made posters and flyers? (2 weeks in advance) Yes No	Has it been submitted to the office administrator for the Crook? (2 weeks prior to the 1 st of the month) Yes No
Has info been submitted to the Parish Administrator for the weekly Trifolds? (needs to be submitted by Wed. AM) Yes No	Has it been submitted to the Parish Administrator for email blasts & Flocknote? Yes No

PERMITS AND INSURANCE

Are permits from Pitman needed? (i.e. street closure, temporary parking exceptions) Yes No Please explain below:

GENERAL CONDITIONS

- Alcoholic beverages cannot be sold on the premises
- Alcoholic beverages may be served during certain functions as approved by the Rector
- Raffles and games of chance are not permitted
- Only service animals are allowed in the building except with the permission of the Rector
- The Good Shepherd facilities are smoke and drug free
- The Church may require certain groups to provide a Certificate of Insurance with Good Shepherd listed as loss payee
- The event coordinator must be notified of any changes to this agreement
- Lights should be turned off, doors locked, and the building secured after the meeting or event.

I understand and agree to the guidelines for the use of the Good Shepherd facilities. I have read the Good Shepherd Safe Sanctuaries Information (*Available on: www.goodshepherdpitman.org*).
I confirm the information provided is correct.

Signature of Applicant

Date

Print name of Applicant

For Office Use:

Certificate of Insurance Received: _____ Information Sent to User _____

Request Approved: _____ Request Denied: _____

GUIDELINES & INFORMATION FOR USE OF THE CHURCH OF THE GOOD SHEPHERD FACILITIES

All of our Church facilities are to be seen as a gift from God and we are to be responsible stewards in the care and use of them therefore, you are asked to respect the facilities as if they were your own home.

1. All scheduling must be done through the Event Coordinator.

- Good Shepherd group meeting times and rooms can be scheduled by filling out an “**EVENT REQUEST FORM**”.
- The applications, once received by the Event Coordinator, will be acted upon within 5 business days in most cases.

3. Safety and Security

- Please stay in the area of the building which is reserved. Children must be carefully supervised. All groups involving children or vulnerable adults will receive and comply with this Policy. **THERE MUST BE A MINIMUM OF 2 ADULTS WHEN CHILDREN ARE PRESENT. WHEN EXCEEDING 10 CHILDREN, AN ADDITIONAL ADULT MUST BE PRESENT.**
- All individuals must exit the building should the fire alarm sound. A representative must be available to talk with officials.

4. Parish Hall and Kitchen

- A First Aid Kit is in the kitchen in the cabinet over & to the right of the large stove. Additional emergency supplies are to be found in the lower cabinet in the hallway outside the Handicap bathroom.
- Use *only* removable, non-marking tape on walls and/or floor.