

Greenford Baptist Church Event Booking Form (non-computerised version)

Event or Meeting name *



Category of event *



- Public Community Event (green)
- Church Community Event (yellow)
- By Invitation Only Church Event (blue)
- External Church Event (grey)
- 3rd Party Room Hire (red)

Describe the event *



Which room or rooms *



Event organiser contact name and phone *



Extra info or questions to Bookings Administrator



My Name is *



My contact details *



Date of SINGLE EVENT



Event BEGINNING and END times *



Room required FROM and TO times



A series of REGULAR EVENTS



A series of IREGULAR EVENTS



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Explanation of the information that is needed

- **Event or Meeting name:** Write the name of the event or meeting here.
- **Category of event:** If you are not sure which category to choose look at other similar events in the main Events Calendar for clues.
- **Describe the event:** It is important to create an event description that is appealing as this is the 'advertising text' that appears in the Events Calendar when you hover your mouse over the event (check out the Wednesday Fellowship entries to see what I mean). "Wednesday Fellowship meeting" is not a good description :-). This is a question of Public Relations! It demonstrates to the public the quality of the events we put on.
- **Which room or rooms:** Write down which room or rooms you need (including the kitchen if you need it). If you are promoting an External Church Event that people are being encouraged to attend, such as a prayer breakfast at another church please write in the address of the event.
- **Event organiser contact name and phone:** Write in the event organiser's name and optionally a contact phone number, both of which will be published and visible to the world.
- **Extra info or questions to Bookings Administrator:** You can write any notes here to the administrator or special requests such as "Can we use the sound system?" etc. This information WILL be published if it's appropriate. You can also write any questions for the bookings administrator, which will NOT be published.
- **My Name is:** As you are filling out this form you should write your name here, even if you are doing so on behalf of the meeting organiser. If you are the meeting organiser this means you write your name on this form twice :-). The name in this field will NOT be published.
- **My contact details:** Write your email address here - the automatic confirmation email will be sent here if the booking is approved. If we don't have your mobile/landline phone numbers and postal address on file (for instance if you are not a church member) please also write them here as in case we need to contact you. This information will not be published.
- **Date of SINGLE EVENT:** This is the date for a one-off event (not a series of events).
- **Event BEGINNING and END times:** Write in the event beginning and end times. These WILL be published.
- **Room required FROM and TO times:** If you need the room for longer than the publicised event beginning and end times (for setting up and clearing away) write these times in here - they WILL be published.
- **A series of REGULAR EVENTS:** If you are booking a series of REGULAR events please write in the event's FIRST and LAST date (not beyond the end of the year, unless it is December now). If there are any dates in this series when you are NOT meeting, e.g. during national holidays, bank holidays or school holidays, please write 'excluding' followed by each date separately here.
- **A series of IRREGULAR EVENTS:** If you are booking a series of IRREGULAR events please list ALL the dates you ARE meeting. If there are any other variations between the meetings, such as different rooms required or different meeting times please also list them here. Please don't book events beyond the end of this year, unless it is December now).