

# CrossPointe's Calendar, Facilities & Event Request Form

CrossPointe Church 4420 E. Hwy 287, Midlothian, TX 76065 972-723-8920

All pertinent information **MUST** be entered on this form before your reservation can be approved and posted to the church calendar. (Dark ink, please.) Incomplete forms will be returned. Be sure to sign the bottom of the form and return to the church secretary **AT LEAST *THREE WEEKS* BEFORE YOUR EVENT.**

**CHURCH OFFICE USE ONLY:** \_ copy to Publications \_ copy to Childcare \_ copy to \_\_\_\_\_

**NEW Event** OR  **Changes to an existing Event**

Event Coordinator: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

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

Date of Event: \_\_\_\_\_ Day(s) of Week: \_\_\_\_\_

Ongoing Event?  Yes  No Ending Date: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Registration Deadline, if any: \_\_\_\_\_

**Childcare needed** (If this box is checked the Children's' Ministry Assistant, will contact you as soon as your event is approved)

**Advertising your event:** Please check the ways in which you would like to advertise your event. If you have any question on the description of the choices below, please call Church Secretary at 972.723.8920.

Sunday bulletin  Preservice Slide  Recorded Announcement  Poster (size \_\_\_\_\_)

CP Weekly eNews Calendar  CP Weekly eNews Ad  Live Announcement

Description/Write Up for Event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I have completely read and understand this form. I have completed all information that applies to my event. I understand that events from incomplete forms will not be placed on the church calendar.

\_\_\_\_\_  
Signature of Event Coordinator – REQUIRED

\_\_\_\_\_  
DATE

\_\_\_\_\_  
APPROVAL SIGNATURE(S)

\_\_\_\_\_  
DATE

**CHURCH OFFICE/STAFF USE ONLY:**  Midlothian Newspaper Front Page  Midlothian Newspaper Ad

Midlothian Newspaper "Church News"  Invite Card  Member Postcard  Mass Mail

Add Button to Website  Equipment needed:  TV  DVD  Video  Other \_\_\_\_\_

(example: DVD, Sound, Video etc. – must be approved by Worship Director)

STAFF SUPPORT NEEDED: \_\_\_\_\_

[Type text]