



first baptist new orleans

5290 Canal Blvd. • New Orleans, LA 70124
(504) 482-5775 • www.fbno.org

COMMUNITY EVENT REQUEST

This form must be completed and returned to the church office **before any event or meeting** can be scheduled on the church calendar. If you have any questions please contact Diane Villemarette at 482-5775, ext. 100 or by email: diane@fbno.org.

Name of Event _____ Date of Event _____
 Contact Person _____ Day Phone _____
 Area/Room Required _____ Email _____
 Location if other than FBCNO _____
 Actual Event Hours _____ to _____ Hours Area/Room Needed _____ to _____

Event Needs

Number of people attending _____

Sound/Lighting Technician - Yes / No

If yes, what times _____

Beverages Only - ____ Coffee Setup ____ Soft Drinks ____ Water

Equipment Needed

____ Overhead ____ Microphones ____ Podium ____ Chairs

____ Big Screen ____ TV / VCR ____ Dry Erase Board ____ Tables

____ PP Projector ____ TV / DVD ____ Extension Cord ____ Stage

Other _____

Special Requests/Needs *(use back of this sheet if needed)*

Submitted By _____ DATE _____

OFFICE USE ONLY - APPROVED BY _____ DATE _____