

## EVENT IN A BOX FORM

Thank you for completing this form!

Before submitting this form to the events team, please ensure your **event has already been approved by your Principal and added to the school calendar (with no conflicts).**

Once the event has been approved and added to the calendar, you can send this form via email (events@bellevuechristian.org) or it to the events team. When the events team receives this form, we will connect with facilities and technology (if needed) to ensure your event is setup properly.

Thank you! Please email **events@bellevuechristian.org** if you have any additional questions.  
Have a great day!

Principal's Signature for Approval:	<b>X</b>	
Organizer's name:		
Organizer's email		Organizer's phone:
<b>EVENT SPECIFICS:</b>		
EVENT TITLE:		
EVENT DATE:	START TIME:	END TIME:
CAMPUS:	ROOM/LOCATION (Commons is not available until after 6 pm Monday-Friday):	
NUMBER OF ATTENDEES:	BUDGET:	BILLING CODE:
<b>SETUP</b>		
DO YOU NEED THE ROOM SET UP?	YES      NO	If yes, by what time does setup need to be completed by?
NUMBER OF TABLES FOR SEATING:	NUMBER OF CHAIRS:	NUMBER OF FOOD TABLES:
PREFERRED ROOM CONFIGURATION:		
*If the event takes place afterhours (after 10 pm or on the weekends) a cleaning fee will be charged.		
<b>TECHNOLOGY</b>		

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Will the technology department need to assist with any tech needs for this event?	YES      NO	<i>**Note: If the event is being held after school hours or is too extensive of a project, an outside company may need to be hired at the organizer's cost if assistance is needed.</i>		
PLEASE DESCRIBE YOUR TECHNOLOGY NEEDS:				
<b>TRANSPORTATION for EVENT (does not include field trips or school outings)</b> <b>***Please send list of everyone attending, phone number needed if overnight</b>				
Is there a need for transportation?	YES      NO	Destination:		
Depart time:	Event Start time:	Event end time:	Return BCS:	
Number of students:	Number of Chaperones:	Class name or group:		
General notes (i.e. park in alley, etc.):				
<b>DÉCOR, CATERING OR LINENS NEEDED?</b> <b>*CATERING INCLUDES ANY FOOD OR BEVERAGE NEEDS</b>				
<b>STEP #1: CIRCLE WHAT YOU WILL NEED</b>	<input type="checkbox"/> DECOR <input type="checkbox"/> CATERING <input type="checkbox"/> LINENS			
Other? Please Describe:				
If for some reason you are not available to turn in a hard copy of your form please contact events. (425)454-4402X1222 or Events@bellevuechristian.org				
Thank you for filling out this form!!				