

First Baptist Church of Rosenberg Required Event Staff Cost Sheet

You will be required to meet with the church host/hostess 30 days prior to the event. The host/hostess will represent the church with respect to review of the event, personnel required and fees to be paid to required personnel. (Check all that apply.) Payment will be collected by the host/hostess.

First Baptist Church Event Host / Hostess \$ _____

<input type="checkbox"/> Sanctuary Only	\$100
<input type="checkbox"/> Reception – Cake / Punch	\$ 75
<input type="checkbox"/> Reception – Dinner	\$100

Name: _____

Sound Technician \$ _____

<input type="checkbox"/> Sanctuary	\$ 75
<input type="checkbox"/> Fellowship Hall	\$ 75

Name: _____

Food Service Coordinator \$ _____

<input type="checkbox"/> Cake, Punch, Hor'dourves	\$ 75
<input type="checkbox"/> Sit-down Dinner	\$100
<input type="checkbox"/> Dinner with Cooking On Site	\$125

Name: _____

Dishwashers \$ _____

Will be coordinated by food service coordinator.

\$8 per hour – 3 hour minimum per dishwasher

Names: _____

Custodial Services** *Check all that apply & indicate total* \$ _____

<input type="checkbox"/> Wedding Rehearsal & Ceremony	\$150
<input type="checkbox"/> Rehearsal Dinner in 1/2 Fellowship Hall	\$100
<input type="checkbox"/> Reception - Cake / Punch / Hor'dourves	\$150
<input type="checkbox"/> Reception - Sit-Down Dinner	\$200
<input type="checkbox"/> Rice or Birdseed – Clean-up Charge	\$ 25

***The amounts noted above are based on "norms" to cover the hourly pay of the FBC custodial staff on site during the event. If set-up and/or clean-up require additional hours beyond the normal scope, FBC reserves the right to collect additional fees to cover the custodial hours actually worked.*

Names: _____

Total Amount Due \$ _____

Event Staff Payment Received Cash Check # _____

Received by: _____ **Date Rcvd:** _____

Fees and/or honorariums for all other event participants (i.e. minister, musicians, soloists, etc.) should be negotiated and paid on an individual basis.