

Foursquare

Events

Thank you for contacting us to assist you with your event. Attached is a basic outline of what you can expect from our staff and support staff. We've included options and parameters for the facility and all available resources. We will say "yes" whenever possible!

Please go through each page of this packet carefully; we want to be as clear as possible so that the process of planning your event can be as stress free as the day itself.

Contact Information

Kimberly Barta
events@myfoursquarechurch.com
253.848.9111, ext 223

Availability

We have few days available for events due to the ongoing ministry that takes priority on a daily basis. Typically we have Tuesday, Wednesday and Friday evenings open. Requests are honored on a first come, first serve basis.

Event Coordinator

The Event Coordinator will be your on-site coordinator available to represent the church and be your point of contact for everything on-site even if you have your own event coordinator. The Event Coordinator will be the point of contact for every component involved. They will make sure the areas of the facility reserved are open and ready to receive you. In addition to monitoring all aspects of your event, they will walk you through all paperwork, make payment arrangements and be the one who pays everyone on the day of the event. Our Event Coordinators are part of a select team. They are professional, courteous, helpful, friendly, positive, and knowledgeable. They are “can do” people with a strong working understanding of the values and policies of Foursquare Church. Rest assured, you are in great hands.

Room Options

The following rooms are available for weddings & receptions:

- Main Auditorium – seats 1054
- Lobby – seats 150 [chairs only] or 80 [round tables & 8 chairs per table]
- Leadership Development Room – seats 100 [chairs only] or 80 [round tables & 8 chairs per table]
- Welcome Center – seats 50 [chairs only] or 32 [round tables & 8 chairs per table]
- Gym – seats 300 [chairs only] or 240 [round tables & 8 chairs per table]
- Treasure Island Auditorium – seats 200 [chairs only] or 100 [round tables & 8 chairs per table]

Resources

- Plan on renting. Because everyone’s wedding and reception is unique to them [colors, style, etc.], we do not stock any décor or catering equipment. You will need to bring in all linens, tableware, decorations, communion elements, candles, etc.

- **Tables & Chairs:** we have enough tables & chairs on hand to accommodate your event. The only caveat is that we have to put in our request for them as soon as possible as other events and ministries have access to reserve them. So careful planning is essential to making sure we'll have enough tables and chairs for you.

Technical Support [the Event Coordinator is the point of contact for all technical aspects]

- **SOUND:** we staff our own sound technicians for all events. Typically the sound tech will go from the notes provided by the Event Coordinator. *The Event coordinator will be the point of contact for all questions/ideas regarding sound.*
- **LIGHTING:** For the auditoriums, we staff our own lighting technicians. If you wish to bring in additional lighting for the auditorium or to set up in another area, you are welcome to do so. Whenever possible, we will offer a few options for you to choose from for lighting up the back wall on the stage. *The Event coordinator will be the point of contact for all questions/ideas regarding lighting.*
- **VIDEO:** You will need to hire your own videographer who will bring in their own equipment. We advise that you inquire with them about editing and duplication of the final DVD as these details are often overlooked. We ask that they check in with the Event Coordinator upon arrival. *The Event coordinator will be the point of contact for all questions/ideas regarding video.*
- **SLIDE SHOWS:** We are setup to show slide shows or DVD's during your event. As will be covered when you meet with the Event Coordinator, we have a unique system that we will need to test your slide show/DVD on ahead of time. How it is formatted is critical, so we'll need to coordinate that before you submit it. Please know that because our control room is in another part of the building and our lighting and sound areas are in different places, it requires three total technicians to run a slide show/DVD, so costs are increased. *The Event coordinator will be the point of contact for all questions/ideas regarding slide shows/DVD's.*
- **STAGE:** Our primary focus is our church services starting Thursday evening and ending Sunday evening. Because we do highly illustrated sermon series, the look of the stage changes quite frequently. The way the stage looks when you first start planning your event is most likely not what it will look like the day of the event. We will make every effort to clear the stage of unnecessary props and staging. The piano will not be removed. *The Event coordinator will be the point of contact for all questions/ideas regarding the stage.*

What do I do next?

That is a great question! The first step is to contact our Event Coordinator and look at what dates might be available. If you click on the “Contact Event Coordinator” button on the Facility Use page of the website, you can fill in the basic information and someone will be in contact with you shortly. We look forward to working with you to make sure your event is successful.