

Off-Site & Overnight Event Form



This form must be filled out in advance of an event that is either taking place off QBC property or lasting overnight. The form must be authorized by the Pastor of Family Ministries at least one week before the event. Submit this form to the church office just before departure.

Event Information

Event Name: _____

Location: _____ Phone # at destination: _____

Start Date: _____ Start Time: _____ End Date: _____ End Time: _____

Number of minor boys attending (if unknown, approximate): _____

Number of minor girls attending (if unknown, approximate): _____

Adult ministry staff attending (attach separate list if more space needed):

1) Full Name: _____ Cell Phone #: _____

2) Full Name: _____ Cell Phone #: _____

3) Full Name: _____ Cell Phone #: _____

4) Full Name: _____ Cell Phone #: _____

5) Full Name: _____ Cell Phone #: _____

6) Full Name: _____ Cell Phone #: _____

Transportation (If Applicable)

Mode of transportation: Driving Ministry Staff Vehicles Commercial Public Other: _____

If driving ministry staff vehicles, record the following information for all drivers (attach separate list if more space needed).

1) Name: _____ Vehicle Make/Model/Colour: _____ # of Seat Belts: _____

2) Name: _____ Vehicle Make/Model/Colour: _____ # of Seat Belts: _____

3) Name: _____ Vehicle Make/Model/Colour: _____ # of Seat Belts: _____

4) Name: _____ Vehicle Make/Model/Colour: _____ # of Seat Belts: _____

Attach copies of their driver's licenses and insurance to this form

Pastoral Authorization

Signature: _____ Printed Name: _____ Date: _____

Pre-Departure Checklist (For Off-Site Events)

To Bring:

- Portable First Aid Kit
- Group Roster or Photocopies of all "Children & Youth Registration" forms
- Permission forms for the event (if applicable)
- Emergency Road Packs in each car (if driving ministry staff vehicles)

To Do:

- List the names of the children/youth attending on the back of this sheet or attach a separate list.
- Submit this form to the church office