

Event Request Form

--Return to Receptionist's Office

Please complete this form *no later than 14 days*

Date Requested: _____ One time only _____ Weekly _____ Monthly _____
MON _____ TUES _____ WED _____ THURS _____ FRI _____ SAT _____ SUN _____

YOUR NAME _____ **TODAY'S DATE** _____ **PHONE** _____

MINISTRY _____ **Brief Description of Event:** _____

Time(s): Set Up _____ AM/PM, **Event BEGINS** at _____ AM/PM, **ENDS** at _____ AM/PM, **Take Down** until _____

Approx. how many people will be attending your event/meeting? _____ Do you need a key to the building ? Y / N

Is this a Home Meeting ? Y / N *(*** If YES—please continue your request information on the back of this form).*

****See back page for Bulletin / Newsletter Announcement Information.**

Tables & Chairs: Do you need additional tables or chairs for your event? If so, please let us know so we can coordinate their availability with other meetings & events. YES, I need _____ # tables / YES, I need _____ # chairs.
(Set-up will be your responsibility)

Coffee Pots: Do you need additional coffee pots for your event? Yes, I need (circle number): 1 / 2 / 3 / 4 of the Large Coffee Pots.
(Pick-up, Return and Clean-up requirements will be given upon approval)

SET-UP: Room set up, take down & cleaning is the responsibility of your ministry event/meeting. **Please note:** when assigned a Classroom; you will be responsible for setting up the room for the next event. This will require you to follow the directions listed on the "Set-up Sign" posted by the door on the inside of each classroom. When you are assigned the Sanctuary or Fellowship Hall; you will be responsible for leaving it clean and set-up the way that you found it. Also, in the Sanctuary; please **DO NOT** touch items on the stage or soundboard (sound equipment, instruments, etc.) without permission.

SPACE REQUESTED: Mark *all* that you will need. (See Map on Back)

- _____ Sanctuary
- _____ Fellowship Hall
- _____ Eastside Fell. Hall
- _____ Class Room (# _____)
- _____ Youth Room (#109)
- _____ Kitchen - Person responsible for cleanup: (do *not* leave blank) _____
- Other: _____

Please check if you need a TV/VCR for:

One time only, on this date: _____/_____/_____ Each day of my reservation Other: _____

****If you are assigned a TV/VCR for your class, you will be responsible for retrieving the TV/VCR cart and returning the cart when your event is finished. If the office has not assigned you a TV/VCR, please do not take one for your use!**

Thank you for your flexibility. The church office will notify you shortly with a response to your request. Once your event or meeting is approved and put on our calendar, it is very unlikely that it will change. However, in the rare event that we do find we need to reschedule you — You will be notified immediately!

For Office Use Only:

qApproved _____ Rooms Assigned: _____/_____/_____/_____ **q**Not Approved _____ **q**App. Contacted _____/_____
Initial Initial Initial Date

qFC Calendar **q**Maintenance **q**Children's **q**(B. Evans) Ushers **q**(M. Atkins) Sound **q**(S. Est.) Parking **q**(Bobi) Women's

Home Meeting / Event

Location of meeting/At the home of: _____

Address: _____

Is this a Home Bible Study Y / N Is Childcare provided Y / N

Is this a Women's Discipleship Group Bible Study Y / N

What will you be studying: _____

Who is the Facilitator/Teacher: _____

Additional needs or information: _____

Bulletin /Newsletter Announcement

Please complete the following information to have your event announced in the Bulletin or Newsletter:

This announcement is for: Bulletin _____ Newsletter _____

Dates to run: Bulletin (2 weeks max) _____
 Newsletter (1 Mo. Max) _____

Please write out your announcement (*Due to limited space, please be as brief as possible*). Be sure to include a contact person.

We will do our best to accommodate your request, however, due to limited space, we may have to alter your announcement. Thank you for understanding.

OFFICE USE ONLY:

Room(s) assigned: _____
 Date(s) assigned: _____
 Time(s) assigned: _____
 TV/VCR assigned: #1 #2 #3

OFFICE USE ONLY:

Dates to run in bulletin _____, _____, _____
 Newsletter _____ Mo. for Publishing _____

