

Name of event _____ Date form turned in _____

Ministry/group name _____

Contact _____

Ph # _____ Email _____

Staff Member over event _____

Date of Event _____ Day of the week _____ Time from _____ to _____

Date/Times to prepare for event _____ Where _____

(Dates are NOT reserved until this form is completed and approved by staff)

Building(s) to be used _____

Room(s) needed _____

Will tables be used? _____ How many and what date/time to be used _____

Will chairs be used? _____ How many and what date/time to be used _____

Childcare room(s) to be used _____ Which one(s) _____

(Must be approved by Preschool Minister)

Kitchen to be used _____ Will you be cooking/preparing food? _____

Sound booth needed _____ Sound person to work event _____

(Must be approved by Music Minister)

(Please note: there is a cost of \$50 per 4 hours, per sound person, working your event/practice;
4 hours of tech would cover a 3 hour event)

Estimated number of people at event _____

(Please note: if the estimated number of people at your event changes by 10% or more, the church office must be notified at least 2 weeks prior to your event)

Church van being used? _____ Van 1/Van 2 (please circle) Date/time to be used _____

Will the church trailer be used? _____ If so, date/time to be used _____

Marketing:

Add event to the following (check the box) - Website Calendar Ministry Website Page

Please note: Individual Ministries must update their Ministry Facebook page, if they wish to have the event advertised through Facebook

***PLEASE NOTE: RESERVATION UPDATES WILL BE PROVIDED
AFTER REQUESTS ARE REVIEWED BY STAFF. PLEASE ALLOW TWO WEEKS.
Must be signed by minister over event prior to submitting to the office**

Office Use Only:

Pastor/Office Manager

Minister (as needed per event)

Minister to Adults _____

Minister of Music _____

Minister to Students _____

Minister to Children _____

Minister to Preschool _____

Minister of College _____

Ministry Leader _____

Date double-checked by: _____

Notes: _____

Dated added to Google Calendar: _____

Date Email confirmation sent: _____

Date Copy given to Custodial Service: _____

Date Copy given to website admin: _____