



# Event Request

**Event:** \_\_\_\_\_

## Event Type:

- Meeting
- Fellowship
- Special Service
- Trip
- Bible Study
- Music/Drama Rehearsal
- Private Party
- Other \_\_\_\_\_

Y  N **Is this a Repeating Event**  
 (if so on what schedule, ex. First Tue. of each month)

Start Date: \_\_\_\_\_

End Date: \_\_\_\_\_

## Group:

- Church Wide
- Committee (Please Specify) \_\_\_\_\_
- Sub Group (Please Specify) \_\_\_\_\_

Do you need a key to access the building?

Y  N

Are you providing Nursery Services?

Y  N

**Event Details:** **Event Date:** \_\_\_\_\_ **Event Time:** \_\_\_\_\_

**Offsite Event:**  Y  N (If No, please complete the following details in this section)

**Prep Time** Beginning \_\_\_\_\_ Ending \_\_\_\_\_

**Cleanup Time** Beginning \_\_\_\_\_ Ending \_\_\_\_\_

**Room(s) Requested**  Fellowship Hall  Library  Sanctuary  Nursery

Conference Room  Other \_\_\_\_\_

**Is the Kitchen needed?**  Y  N

Trustee Approval \_\_\_\_\_

**Bulletin Announcement (Brief)** Announcement Date: From \_\_\_\_\_ To \_\_\_\_\_

## Website/Newsletter Details (You can elaborate more here)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Person Responsible** \_\_\_\_\_

**Phone Number** \_\_\_\_\_ **E-mail address** \_\_\_\_\_

**Secondary Contact** \_\_\_\_\_

**Phone Number** \_\_\_\_\_ **E-mail address** \_\_\_\_\_

*Every attempt will be made to accommodate your Event Request. An Event Confirmation will be e-mailed to the address provided along with procedures for use of the church facilities. If for any reason we are unable to schedule the event based upon the details you provide, we will contact you. Please notify the church office if you make any changes to the event details.*

**Completed forms should be turned into the church office**