

FOR OFFICE USEDate of request _____
Event approved _____**Event Request
& Reservation Form**

Please use this form to reserve the church facility for your event. More than one group may be in the building at the same time. You are responsible to set up and clean up the area you use. Items requested will be charged to event, as necessary

Event Name	
Date of Event	
Description of Event	
Event Location	
Event Coordinator	
Coordinator phone(s)	Home: _____ Cell: _____
Coordinator email	

Time of Event	Start	end	Off campus event		Expected attendance	Minimum	Maximum
Set up time			Van leaving				
Actual event time			Actual event time			Begin	End
Clean up time			Van returning		Registration Date		

Advertising —deadlines are the number of weeks prior to event
<input type="checkbox"/> On Church Calendar – ASAP
<input type="checkbox"/> Poster – 6 wks
<input type="checkbox"/> Tickets – 6 wks
<input type="checkbox"/> Signs / Flyers – 6 wks
<input type="checkbox"/> Video – 6 wks
<input type="checkbox"/> Announcement slides – 4 wks
<input type="checkbox"/> Web announcement – 4 wks
<input type="checkbox"/> On-line registration – 4 weeks
<input type="checkbox"/> Connection Card sign up– 2-4 wks
<input type="checkbox"/> Bulletin announcement –2 wks

Equipment, Materials, Supplies

<input type="checkbox"/> Sound System
<input type="checkbox"/> Sound Technician
<input type="checkbox"/> Microphone # _____
<input type="checkbox"/> Video Technician (Computer, DVD, etc.)
<input type="checkbox"/> DVD player
<input type="checkbox"/> CD player
<input type="checkbox"/> TV with DVD or VHS
<input type="checkbox"/> Projector
<input type="checkbox"/> Table – Round (seats 8) # _____
<input type="checkbox"/> Table – 6' # _____
<input type="checkbox"/> Table – 8' # _____
<input type="checkbox"/> Chairs # _____
<input type="checkbox"/> Name tags # _____
<input type="checkbox"/> Tablets # _____
<input type="checkbox"/> Pens # _____
<input type="checkbox"/> Study materials
<input type="checkbox"/> Photographer

Room Request	
Upper level	Lower Level
<input type="checkbox"/> Sanctuary	<input type="checkbox"/> Center Area
<input type="checkbox"/> Meeting room	<input type="checkbox"/> Classroom
	<input type="checkbox"/> Kitchen – food prep

Event Planning Considerations:	
Guest Speaker	Honorarium Amount?
Guest Contact Information: Phone	Email:
Who approved the budget?	Charge for Event?
Food? Kitchen Coordinator:	
Vans requested? Name of JO2 Driver:	
Credit Card requested/check needed?	
Childcare needed? Coordinator's name:	