

Directions for filling out an Events Request Form

Plan Ahead!

Please submit your Events Request Form at least THREE weeks prior to your event.

1. Check this box if you have drawn or attached a set-up diagram on the back of the Events Request Form.
2. The start and end date of your event (e.g. June 8, 2010). If the event is one day enter same date for start and end.
3. The day of the week your event is on (Monday).
4. Write the time you would like your event set up by here (e.g. your event starts at 9:00am and you need to have the room setup by 8:30am).
5. Write your event start time here, please remember to note a.m. or p.m. (e.g. 9:00a.m.).
6. Write the time you plan to end your event, please remember to note a.m. or p.m. (e.g. 7:00p.m.).
7. Write the name of the room / space that you want to hold your event in. (e.g. Classroom A or Fellowship Hall). The Secretary can assist with information regarding room capacities and seating options.
8. If you indicated you would like to hold your event outside, you must provide a rain location alternative. If a rain location is not requested, the Secretary will assume that your event will be canceled in the event of rain.
9. Write the name of your event here (e.g. Walker Wedding). Remember that this name will be displayed on the Church Calendar, website, etc.
10. Write the type of event you are having here (e.g. class, meeting etc.)
11. Check this box if you do not want your event to be displayed on the Church website.
12. Write your expected attendance (e.g. 100), if you do not have an actual count, please estimate and add the number here.
13. Write the ministry responsible for the event here (e.g. Usher Ministry).
14. Write the name of the primary person organizing the event here.
15. Write the main phone number and alternate number of person organizing event.
16. Write the name of an alternate contact for your event. (Please ensure that the alternate person knows that he or she is listed as an alternate.)
17. Write the main phone number & alternate number of the alternate contact responsible here.
18. Write the type of set-up you would like here (e.g. auditorium style).
19. Write the total number of chairs, tables, and platforms you will need here.
20. Will you need a piano?
21. Write the number of lecterns you will need here.
22. Write the total number of trash cans you will need here.
23. Write the number of podiums with microphone, handheld, or floor stand microphones you will need.
24. Write the number of CD/cassette players you will need.

25. Use this space if you have any other audio needs.

26. Write the number of TVs, VCRs, DVD players you will need.

27. Write the number of data displays (power point), overhead projectors, or slide projectors you will need.

28. Use this space if you have any other media services needs.

29. Check this box if you will need the Kitchen Ministry's help for your event. Please note that you will need to call the Kitchen Ministry once your date has been confirmed for your Food, Beverage and Tablecloth needs. The Decorating Team does not order these items for you.

30. Check this box if you will need Security Services for your event. Please note the type of service you will need from Security Services. If you expect a high volume of guests please note that on the form.

31. Use this space if you have any special needs or additional setup notes.

32. Check this box to indicate whether or not your request was submitted less than 10 business days prior to start date of the event.

33. Please provide an explanation if your request is made less than 3 weeks prior to start date of the event.