

Calendar/Event Request Information

All requests should be submitted 4 weeks prior to event

Contact Person: _____ Ministry: _____

Phone/Cell: _____ Email: _____

Event Name: _____ Date: _____

*All internal events should reflect the vision/mission, "Loving God, Loving Others, Making Disciples"

Event Details: _____

Proposed Start Time: _____ Unlock Time: _____

of attendees: _____ Finish Time: _____ Lock Time: _____

Event Type: Church Ministry _____ Individual _____ Non-Member _____

Location (check all that apply):

Sanctuary ___ Conference Rm ___ Class Rm ___ Choir Rm ___ Prayer Rm ___ Loft ___

Fellowship Hall ___ Class Rm ___ Children Rm ___ Computer Rm ___ Outdoors ___

Event Needs:

*Security (\$25/hr) _____ Set Up _____ Printing _____ Speaker _____

*Set Up/Clean (\$50) _____ Break down _____ Catering _____ Travel _____

A/V (\$25/hr) _____ Music _____ Program _____ Honorarium _____

Musicians (\$50/hr) _____ Projector/Screen _____ *APD Security _____ *Cert Insurance _____

Please review Internal Ministry/Event Request Form for additional items for consideration prior to submission. Non-ministry sponsored events will require deposits upon approval for security and set up/mild clean up. Please attached a detailed budget to this request, if it's a ministry event.

Submitted by: _____ Date: _____

Office Use:

Admin Review Date: _____ Approval _____ Pastor Review Date: _____ Approval _____

Response to submitter _____ Date: _____ Denial Reason: _____