

## Church Event Request Form

Use This Form To Request And Secure A Date For Your Organization's Event.  
**Please Return This Completed Form To The Pastor's Mailbox.**  
**Event Requests should be a minimum of 30 days in advance.**

What rooms are you using: (check below)

What additional equipment to do you need? (check below)

Do you need Ushers?

Who is preparing your bulletins or programs?

What time will you need the church open to prepare for your event?

Is food being served?

Who will be preparing the food?

Who will be serving the food?

How many people do you anticipate will be attending this event?

Are you expecting the Pastor to attend this event?

Are you supplying paper goods or expecting them to be supplied?

Please review the backside and indicate how you would like the fellowship hall arranged!

Name of Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time ~ From: \_\_\_\_\_ to: \_\_\_\_\_

What time do you need the church to be opened? \_\_\_\_\_

Title/Theme: \_\_\_\_\_

Purpose of Event: \_\_\_\_\_

### Mark All That Apply

We will need:

- |                                       |  |  |                                  |
|---------------------------------------|--|--|----------------------------------|
| <input type="checkbox"/> Youth Room   | <input type="checkbox"/> Bridal Room     | <input type="checkbox"/> Kitchen       | <input type="checkbox"/> Nursery |
| <input type="checkbox"/> Chapel       | <input type="checkbox"/> Fellowship Hall | <input type="checkbox"/> Classrooms    | <input type="checkbox"/> Other   |
| <input type="checkbox"/> Adult Lounge | <input type="checkbox"/> Sanctuary       | <input type="checkbox"/> Lawn Outdoors | <input type="checkbox"/>         |

Additional Comments / Explanation:

Equipment/Supplies/Resources we will need:

- |   |   |   |   |
|---|---|---|---|
| <input type="checkbox"/> Bulletin/Program | <input type="checkbox"/> Musicians            | <input type="checkbox"/> Dry Erase Board    | <input type="checkbox"/> Projector<br>and/or Screen |
| <input type="checkbox"/> Copies           | <input type="checkbox"/> Choir/Praise<br>Team | <input type="checkbox"/> CD Player          | <input type="checkbox"/> Kitchen<br>Supplies        |
| <input type="checkbox"/> Sound System     | <input type="checkbox"/> Custodian            | <input type="checkbox"/> Television/DVD/VCR | <input type="checkbox"/> Van/Driver                 |

*(Please provide as much detail as possible)*

---

---

---

---

---

**ALL GUEST SPEAKERS MUST BE PREAPPROVED BY THE PASTOR!**

(To Be Completed By Office)

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

Signed: \_\_\_\_\_, Pastor Date: \_\_\_\_\_