1. Please complete each line below

2. This form may be used for multiple dates ONLY IF all of the given information is the same for each of the specified dates – otherwise, please use separate forms for separate dates.

3. All submitted requests will be reviewed for approval Tuesday morning at 8:00am

Event: ________________________________  Ministry: ________________________________

Request submitted on: ______/______/_________

Requested by: ________________________________________ Phone #: (______)______-__________

Alternate Contact: _____________________________________ Phone #: (______)______-__________

Event date(s): ______/______/_________  Event start/end time: __________ to __________

Alternate date(s): ______/______/_________  Event set-up time: __________ to __________

Is this a regular recurring event?  Weekly [ ]  Monthly [ ]

Rooms requested: _______________________________________________________________

Number of persons expected: ________________  Number of chairs needed: ________________

Number of tables needed: ________________

Set-up Contact: __________________________________________ Phone #: (______)______-__________

Clean up Contact: __________________________________________ Phone #: (______)______-__________

Yes, I need a facility person [ ]  Kitchen Use [ ]  Sound Person [ ]  This event needs childcare [ ]

Special instructions/comments: ______________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________

OFFICE USE ONLY

Assignments confirmed

Facility Person: ________________________________ Phone #: (______)______-__________

Sound Technician: ________________________________ Phone #: (______)______-__________

Chairs & Tables Crew: ________________________________ Phone #: (______)______-__________

Entered onto master calendar by: ________________________________ on: ______/______/_________

Confirmation print-out sent: ______/______/_________

Date Approved: ______/______/_________ by: ________________________________