



# Event Request Form

This form **MUST** be completed and submitted **THREE WEEKS BEFORE** the event. Allow one week for approval. The event, date and services required are not confirmed until a signed, approved copy is returned to you.

## General Information:

Today's Date \_\_\_\_\_  
Date of Activity \_\_\_\_\_  
Day of the Week \_\_\_\_\_  
Name of Activity \_\_\_\_\_  
Time: From \_\_\_\_\_ AM/PM until \_\_\_\_\_ AM/PM  
Location / Room \_\_\_\_\_  
Requested by: \_\_\_\_\_  
Phone: \_\_\_\_\_ Ext. \_\_\_\_\_

## Summary of Event:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Description/Details of Event:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Change Date/Time To:** \_\_\_\_\_

**End or Cancellation Date:** \_\_\_\_\_

## Services Needed:

- Childcare     Van     Security  
 Publicity     Announcement     Sound

Van Driver\* \_\_\_\_\_

\_\_\_\_\_  
Name (Person filling out this form)      (Signature)      Date

\_\_\_\_\_  
Calendar Coordinator Approval (Signature)      Date

\_\_\_\_\_  
Placed on Calendar by (Signature)      Date

## Set-Up Information:

Expected Attendance: \_\_\_\_\_

Need Setup by (Date) \_\_\_\_\_ (Time) \_\_\_\_\_

Doors open for activity at \_\_\_\_\_ AM/PM

Event starts at \_\_\_ AM/PM & ends at \_\_\_ AM/PM

# of Tables (Round/Long) \_\_\_\_\_ # of Chairs \_\_\_\_\_

Other Equipment Needed: \_\_\_\_\_

Draw a sketch below of how room is to be set up for the event, show tables, chairs, media, etc.

Special Instructions: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Staff Assigned:

Officiating: \_\_\_\_\_

Music: \_\_\_\_\_

Sound Person: \_\_\_\_\_

Custodian: \_\_\_\_\_

**\*Van Drivers:** Please note that our insurance requires all drivers of our vans to have a CDL or Chaufferu's license, or have passed a 4-hour defensive driving course, or taken the 15-passenger van driver test online with our insurance company. If you drive your own vehicle on church activities, our insurance will require you to carry minimum liability limits of \$100,000 bodily injury per person, \$300,000 bodily injury per accident, and \$100,00 physical damage.