



Event Request Process

This outline is designed to help ensure that ministry events and activities are planned and conducted in a way that is consistent with the vision and mission of the congregation. The form takes into consideration the need to focus access to the building to a few areas that are easily accessible and can be monitored. Ministry events should only utilize the rooms listed on the event request form. Exceptions include larger events like the community fair, family conference, and hosting events involving multiple congregations.

- Event Request Form is submitted to Sis. Hooper at least 6 weeks prior to the event. (For assistance with event planning, see document How to Coordinate a Successful Event.)
- In planning your event, review the Ministry Event P.A.I.R. Review form so that you can take the evaluative tool into consideration as you are planning the event. This will help ensure that the event is consistent with the mission and vision of the church.
- Sis. Hooper distributes the form to those persons responsible for the support ministries required to execute the event (technology, security, visual aids, decoration, etc.). These support ministries must acknowledge receipt of the building use form via email to Bertha Hooper. The support ministry or designee should contact the person requesting their services within three days of receipt of the form.
- The deacon responsible for the ministry coordinates the set-up of the room with the ministry requesting the event, and the decoration committee (if necessary).
- No later than one week prior to the event, the ministry leader responsible for the event confirms with his or her deacon/focus leader that the set-up details have been discussed with the responsible parties.
- In the event that the details have not been discussed with the responsible parties, the deacon or focus leader of that ministry coordinates with the focus leaders of the areas required to execute the event.
- Following the event, the host ministry is responsible for cleaning up and resetting the room.
- Within three weeks after the event the ministry should submit a completed Ministry Event PAIR Report to their deacon or focus leader. The deacon or focus leader will submit a copy to the shepherd responsible for that ministry.



EVENT REQUEST FORM

(Form must be completed with all necessary signatures and submitted to Bertha Hooper at least 6 weeks prior to event for approval)

What is the PRIMARY purpose of this activity (select one)?

- Connect to God Connect to the Church Connect to the Community/World

In what ways will this event be:

Evangelistic _____

Multicultural _____

Intergenerational _____

*Requester's Name:	*Requester's Contact Number:
*Ministry Group or Outside Organization:	*Event Location (if off-site, list where):
*Event: *Date/Day of Event:	*Time Space is Needed (include step-up and clean-up time): *Event Start Time:
*Requester's Email Address:	
*Proposed Speakers (must be approved):	

Please specify the spaces you are requesting:

Kitchen <ul style="list-style-type: none"> <input type="checkbox"/> Oven/Stove <input type="checkbox"/> Warmer <input type="checkbox"/> Serving Trays <input type="checkbox"/> Menu Needed (See Attachment) <input type="checkbox"/> Other 	Fellowship Hall & Decoration Committee <ul style="list-style-type: none"> <input type="checkbox"/> Tables How Many? _____ <input type="checkbox"/> Chairs How Many? _____ <input type="checkbox"/> Podium <input type="checkbox"/> Bulletin Board <input type="checkbox"/> Decorating Advisement
Building <ul style="list-style-type: none"> <input type="checkbox"/> Auditorium <input type="checkbox"/> Conference Room A <input type="checkbox"/> Conference Room B <input type="checkbox"/> Fellowship Hall <input type="checkbox"/> Small Conference Room <input type="checkbox"/> Library 	Technology/Audio/Video <ul style="list-style-type: none"> <input type="checkbox"/> Microphone <input type="checkbox"/> Wireless Internet <input type="checkbox"/> Laptop/Projector <input type="checkbox"/> Live Streaming (may be additional cost)
Additional Support <ul style="list-style-type: none"> <input type="checkbox"/> Transportation (may be additional cost) <input type="checkbox"/> Security (may be additional cost) 	If church ministry event, what is the estimated cost for the event? (must complete voucher at least 10 days before event) \$ _____

Event Organizers are Responsible For:

*Clean up of Building, cleaning Area/Room that is used:

- Please leave the area/room clean after your event.
- Personal items/supplies must be removed within 24 hours.
- Items must be returned to proper storage area (shelves, closet, and floor). Failure to comply could prohibit group from future building use.
- Please remove all trash and place it in the dumpster. Do not leave trash in the area/room.

Person Responsible for above Event _____ Date _____

*Open/Close of building _____

*Requester's Signature _____ Date _____

*Deacon/Focus Leader's Signature _____ Date _____

*Approved-Elder/Minister _____ Date _____

Disapproved-Elder/Minister _____ Date _____

KITCHEN USE FORM

- Kitchen Use/Culinary Chair _____ *Must have signature if kitchen is used
- Not Using MACC 's Culinary Staff

Use of Kitchen Contact Person: _____

Kitchen Clean Up Contact Person: _____

MENU

APPETIZER:

MAIN COURSE:

DESSERT:

DRINK:

OTHER:

FELLOWSHIP HALL/ CONFERENCE ROOM (SET-UP)

Details: