



**EVENT REQUEST FORM**

(Must be completed with all signatures before approval)

(To be submitted at least 6 weeks prior to event)

**How does your event meet the following criteria? (Attach additional sheet if necessary)**

**Evangelistic** \_\_\_\_\_

**Multicultural** \_\_\_\_\_

**Intergenerational** \_\_\_\_\_

**Outreach** \_\_\_\_\_

<b>*Requester's Name:</b>	<b>*Date/Day of Event/Program:</b>
<b>Ministry Group:</b>	<b>*Event/Program Location:</b>
<b>*Requester's Contact No.:</b>	<b>*Event/Meeting Time:</b>
<b>*Requester's Email Address:</b>	
<b>*Event:</b>	<b>*Proposed Speakers:</b>

**Please Check All That Apply:**

<b>Kitchen</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Oven/Stove</li> <li><input type="checkbox"/> Warmer</li> <li><input type="checkbox"/> Serving Trays</li> <li><input type="checkbox"/> Menu Needed (See Attachment)</li> <li><input type="checkbox"/> Other</li> </ul>	<b>Fellowship Hall &amp; Decoration Committee</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Tables How Many? _____</li> <li><input type="checkbox"/> Chairs How Many? _____</li> <li><input type="checkbox"/> Podium</li> <li><input type="checkbox"/> A/V Equipment</li> <li><input type="checkbox"/> Bulletin Board</li> <li><input type="checkbox"/> Decorating Advisement- See Set-up pg</li> </ul>
<b>Building</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Auditorium</li> <li><input type="checkbox"/> Conference Room A</li> <li><input type="checkbox"/> Conference Room B</li> <li><input type="checkbox"/> Conference Room C</li> <li><input type="checkbox"/> Conference Room D</li> <li><input type="checkbox"/> Library</li> </ul>	<b>Technology/Audio/Video</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Microphone</li> <li><input type="checkbox"/> Recording</li> <li><input type="checkbox"/> Wireless Internet</li> <li><input type="checkbox"/> Laptop/Projector</li> </ul>
<b>Additional Support</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Church Van</li> <li><input type="checkbox"/> Funds for Gas</li> <li><input type="checkbox"/> Security</li> </ul>	<b>Ministry budget for the event? Yes/No</b>  Estimated Cost \$ _____

**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 \_\_\_\_\_

\*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)**

- Chairs per table \_\_\_\_\_
- Theatre style – How Many? \_\_\_\_\_
- Special instructions-Decorating

Details: