

# Ministry Event Request

ALL events other than regularly scheduled weekly services require a MER form.

Staff Ministry/Leader \_\_\_\_\_ Event Date \_\_\_\_\_

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

Name of Event \_\_\_\_\_ ON SITE / OFF SITE (Circle One)

Location/Room(s) Requested \_\_\_\_\_  
\_\_\_\_\_

Event Time \_\_\_\_\_ - \_\_\_\_\_ If ON SITE, time including set up and clean up \_\_\_\_\_ - \_\_\_\_\_

Deadline for signing up for event? YES / NO When? \_\_\_\_\_

Sign-up sheet needed? YES / NO How? Connecting Point / Online

Signs needed? YES / NO Tickets needed? YES / NO

Door # (see back for map) \_\_\_\_\_

Time door needs to be unlocked \_\_\_\_\_ - \_\_\_\_\_ (Please keep safety in mind.)

Audio/Video needed in room YES / NO If YES, who is AV tech? \_\_\_\_\_

Church Bus? YES / NO

SET UP INFO Tables Needed: Rectangle / Round # of Tables \_\_\_\_\_ # of Chairs/Table \_\_\_\_\_

Anything else needed from Dennis (extra electricity, items built, etc): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Would you like the event publicized? YES / NO

Bulletin \_\_\_\_\_ Newsletter \_\_\_\_\_ Website \_\_\_\_\_ Social Media \_\_\_\_\_ Video \_\_\_\_\_

Details for publicity (cost, what to bring, time arriving home, etc): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(OVER)

What is the theme (look) or experience (feel) for your event? (please include links/images that would be helpful): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What's the win for this event? Who is your target audience? Share a story from a previous event or get a few quotes from people who were impacted by your event! Answer the question, "why should I come?" \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Today's Date \_\_\_\_\_ MER given to KT \_\_\_\_\_ Taylor \_\_\_\_\_ Dennis \_\_\_\_\_

ALL MERS MUST BE TURNED IN AT LEAST 4 WEEKS PRIOR TO EVENT IF YOU WANT IT PUBLICIZED VIA VIDEO ANNOUNCEMENT.

YOUR EVENT WILL BE IN BULLETIN AT LEAST 3 TIMES IF TURNED IN 4 WEEKS PRIOR.

**PLEASE HELP US IN THE FOLLOW AREAS:**

- Make necessary contacts to assure the building is setup for your event.
- Make sure the building is left clean and returned to order.
  - Lights Off
  - Thermostat set back (If on heat setting, set back to 60 degrees. If on AC setting, set back to 80 degrees.)
- If you use tablecloths, please wash and return.
- Please make sure to reserve the bus if it is needed.

