

The Anchor Church Event Request Form

PLEASE COMPLETE **45 DAYS** PRIOR TO YOUR EVENT

This form is to be used when adding something to the calendar for your group or event, promotion, van transportation, etc.

Anything added to the calendar, including practices, small group functions, etc. require this form to be filled out.

You may call the office ahead of time to see if the room is available, but your event will not be put on the main calendar until this form is filled out. This is not to be used for personal events such as birthday parties, etc. Please fill out a Fellowship Hall Request Form for personal events. For weddings, please contact the office for more information.

Office Hours: Office Hours are Monday – Thursday 9am to 2pm and Friday 9am to 12pm.

REMINDER: TEAR DOWN AND SET UP IS YOUR RESPONSIBILITY.

Today's Date _____

Submitted By _____

EVENT _____

LOCATION _____

EVENT DATE _____

TIME OF EVENT _____

COST PER PERSON _____

RESPONSIBLE PARTY FOR LOCKING/UNLOCKING BUILDING: _____

Indicate location desired and time needed (both start time and finish time).

Sanctuary _____

Sunday School #1-6 _____

Men's Prayer Room _____

Kitchen _____

Ladies Prayer Room _____

Fellowship Hall _____

Nursery _____

Youth Center _____

PROMOTION:

Phone Tree Bulletin Website Projector Screen Social Media Printed Promotion*

Please provide the information that you would like included such as: background preference, color scheme preference, and detailed wording desired for promotion.

*(Please complete information on reverse side)

TRANSPORTATION: Number of Vans Needed: _____ Name of Driver: _____

Departure Date: _____

Planned Time of Departure: _____

Return Date: _____

Planned Time of Return: _____

VIDEO, MEDIA, SOUND, SERVICE SUPPORT NEEDED:

Computer Tech Lighting Tech Video Tech Sound Tech CD Video TV/DVD Aux Audio

Usher/Greeters OTHER/OR MORE INFORMATION _____

OFFICE USE ONLY:

Event is: Approved Denied More Information needed: _____

Calendar Bulletin Form approval submitted back to leader Hotel Registration Phone Tree

Van Approved and Scheduled Copy to Group Leader Van Safety Check Done Submitted to all directors

Updated: December 12, 2019

Transportation Request:

- If a van is requested, you are responsible for finding an **approved driver**.
- If overnight trip, an itinerary must be submitted.
- *Submission of this request does not assure automatic approval.*
- You are responsible for the following items:
 - All expenses including, but not limited to: Gas, parking, etc.
 - All trash must be cleaned out of the vans.
 - **Refill the gas tank to the original level.**
 - All keys returned to the key rack or placed in the mail slot.

Audio (Sound) Ministry: If you need sound equipment (other than musical instruments), please indicate in the check boxes. Never remove sound equipment or use the sound equipment (for practices or otherwise) without first indicating on this form. It makes the sound department aware of your need so they can accommodate your request. It will eliminate any surprises to the sound men when they arrive at the next church service. If you would like a sound man to be present at your event or practice, please indicate that on the “miscellaneous” lines.

Video & Media Request: If you need video or media for your event, please fill out this form. Never use the video or media equipment without filling out this form.

Printed Promotion Request

If printed promotion is needed, please allow **4-6 weeks** before projected distribution date.

Palm Card (3x5) Flyer (choose size) ___4x6 ___5x7

Quantity Needed: 50 100 250 500 1,000

Additional Information Needed:

Contact Emily Russell with any questions or concerns.