



Activity/Event Request Form

GENERAL

Event Name: _____

Event Date(s): _____ Time: _____
1-Time Event Recurring Event - Date Range: _____

Event Location (Cornerstone or offsite): _____

Event Setup (Date and Time): _____

Ministry Hosting Event: _____

Event Planning Team Leader: _____

Phone: _____ E-mail: _____

Event Targeted to (Circle one or more): All-Church, Women, Men, Teens, Children, Community Outreach, Other: _____

What is Purpose of Event? Educational, Fun, Spiritual Growth, Outreach, other: _____

Projected Event Cost: \$_____ Was this budgeted? (yes/no) May need treasurer approval

Event Facility Needs: Room(s) to be used: _____

(Clean-Up Checklist available in Shared Workroom for after Event)

Event Equipment Needs: Circle those that apply: tables, chairs, tv on rolling cart, café equipment, sign stand(s), AV needs, other (please list) _____

SIGN-UPS & TICKETS

Sign-up Planned? When & Where: _____
(Ministry creates sign-up sheet; submits to office for printing. Office will assign lobby location for sign-up)

Cost to Attend Event? _____

Tickets: A planning team member must sell tickets at Information Center or assigned lobby area and be responsible for funds (Use Event Revenue Envelopes in Shared Workroom). Ministry creates tickets; submits to office for printing.

Tickets for Sale: When, Where, Price? _____

Online Sign-Up/Ticket Sales: Please let the office know if you would like to have online sign-up/ticket sales. _____

EVENT PLANS & DESCRIPTION

Write a 2-3 sentence promo for your event. Please read over—does it make you want to attend?

(Write your announcement as you would like it to appear. Subject to editing.)

PUBLICITY

To be announced in:

Bulletin

Website

Facebook Event

Emailed in the Shout Out

OTHER COMMENTS, CONCERNS or NEEDS (Please write below)

Important Office Requests:

- Submit all printing projects to the office 2 weeks prior to needing them. Electronic submission by email is greatly appreciated with file produced as a Word document (.doc format). The office has a wide variety of papers so please discuss your desires when submitting.
- Check with office regarding outside printing service needs or church vendor accounts where supplies may be purchased, etc.
- Church reimbursements are done weekly. Please submit a reimbursement form (in shared workroom) with your receipts and place in Marge Turner's mailbox.

Please note:

- There may be unexpected scheduling conflicts. Please be flexible with these conflicts.
- If childcare is being offered it is your responsibility to find childcare. Childcare must be provided by an approved worker.
- Room set up for the event is the responsibility of the group holding the event.
- The contact person on this form is responsible for making sure the facility is left the way it was found, and is responsible for cleanup. (Cleaning responsibility list will be given out upon event approval)
- The contact person is responsible for ensuring that the facility is locked, and all lights are turned off at the end of the event.

Requests for events to be held must be submitted to Robyn Mader by Tuesday noon two weeks prior to the event. The staff will review the form at the next staff meeting and you will be notified of the outcome. It may be helpful to call the church ahead of time to check the church calendar for availability. Please do not promote an event before you have received approval.

- Approval or unavailability will be emailed to you when determined by office staff.
- Any changes to this form must be submitted to the office by Tuesday noon for approval.