



GENERATIONS CHURCH

LOVING GOD, LOVING PEOPLE, SERVING THE WORLD

EVENT REQUEST

Print and complete or complete electronically and submit to church office for approval by the Pastor. Notify the church office if additional information becomes available after the form is submitted.

EVENT INFORMATION

Today's Date: _____ Name of Event: _____
 Contact Person: _____ Day & Date: _____
 Contact Phone: _____ Start & Finish Time: _____
 Contact Email: _____ Location: _____
 Pastoral Oversight Person: _____ Is event on the church calendar? Yes No

EVENT DESCRIPTION/DETAILS

Who is the event for? (*your target group*) _____
 What is the event/purpose? _____
 How should invitees respond/register? _____
 If sign-up or registration is required, when is the deadline? _____
 What type of information are you planning to place on the guest services counter? _____

Is childcare provided? Yes No (*If yes, childcare is the responsibility of the pastor in charge.*)

CHURCH PROPERTY REQUIREMENTS

Church van(s) How many? _____ Key needed? Yes No If yes, give to: _____
(*Note: All drivers must have an approved driver's record screen on file with the church office.*)

Sanctuary Cafe Nursery Toddler Room Fellowship Hall Kitchen

Other room(s) Which one(s)? _____

List other church property needed with quantity (*tables, chairs, computer, microphone, helium, etc.*):

Will you be responsible for all clean up, or will additional cleaning be required? (*explain*) _____

PRODUCTION TEAM REQUIREMENTS

Microphone Megaphone Slide Presentation

Music Video

Additional Requests:

Production Team Leader: _____

PROMOTION TYPES

Length/Timeframe of Marketing From (date): _____ To (date): _____

Type of Promotion

(ALL promotions including printed materials must go through the church office and have pastoral approval. Please note that some promotions may take several weeks to process.)

- Church Calendar
- Logo/Slide Design Instructions/deadline: _____
- Live Announcements Date(s) requested: _____
- Video Announcements Date(s) requested: _____
- Bulletin Date(s) requested: _____
- Church Email Date(s) requested: _____
- Road Banner (charged to appropriate ministry) Deadline: _____
- Mail out Date(s) requested: _____
- Specify type (postcard, letter, flyer, etc.): _____

Registration/Sign Up (Web)

- Online Registration Payment: \$_____ Payment required to register? Yes No
- T-shirt: \$_____
- Childcare Age Groups: _____

Social Media (to be handled by pastoral staff only)

Type of Social Media: FB Twitter Other: _____

BUDGET INFORMATION

Is this event included in the current budget? Yes No

If so, what is the amount budgeted? \$_____ In what budget is it included? _____

If not, how much is requested? \$_____ What budget would this be added to? _____

APPROVALS

All requests must have the following approval before items are completed or services performed.

Pastor in Charge of Event Date

Lead Pastor Date