

Section 1: Event Information

1. Event Name: _____
2. Nature of Use: Ministry Personal (Fees may apply)

Reason: _____
3. Anticipated Attendance: _____
4. Responsible person for event (must be a Temple attendee): _____
5. Responsible person's phone number: _____ E-mail: _____
6. Date of event: _____ Time of event: _____
7. Time setup is needed: _____ Time cleanup will be completed: _____
8. One-time event: _____ Ongoing: _____
(If on-going, what day of the week: M, T, W, TH, F, S, S)
9. Ongoing event: Start date ____/____/____ Ending date: ____/____/____

Frequency: _____
10. Do you need the Church vans Yes No If yes, How many: _____

Section 2: Event Resources Needed

1. Please check all requested rooms (Building maps available upon request):
 - a. Sidney Temple
 - i. Conference Room
 - ii. Sanctuary
 - iii. Fellowship hall
 - iv. Sunday School Classroom (Specify Room) _____
 - v. Kitchen
 - b. Quincy Temple
 - i. Sanctuary
 - ii. Sunday School Classrooms (Specify Room) _____
2. Do you need room setup? Yes No (Limited Setup ability)
Note: The person reserving the room is responsible for room setup/decorating

3. Do you need tables/Chairs available for this event? _____

4. How many tables _____ Chairs _____

5. Are refreshments served? _____ Yes _____ No
(If yes, reservations for the Kitchen are required)

6. Check additional departmental resources needed:

- a. None
- b. Ushers
- c. Security
- d. Hostesses
- e. Multimedia
- f. Sound
- g. Music
- h. Nursery
- i. Children's Ministry
- j. Other _____

7. Check additional items needed:

- a. None
- b. Projector
- c. Sound System
- d. Coolers
- e. Grill
- f. Eating Supplies
- g. Other _____

(See Secretary requisition form)

Section 3: Media Resources

1. Please indicate how you would like your event to be advertised. (Check all that apply)

- a. Bulletin Announcement
- b. Church Website
- c. Church Facebook
- d. Projector Announcement Loop
- e. One Call
- f. Mass Email

2. Do you have artwork? _____ Yes _____ No

If yes, please forward artwork to the following e-mail address:

llong@templeministries.net

If no, please check box below to request the Promotions Dept. to create artwork for your event. _____ Yes

3. Additional resources needed (Circle all that apply)

- a. Tickets (Cost \$ _____)
- b. Flyers
- c. Sign-up Sheets
- d. Posters
- e. Postcards
- f. Church Letter

Specify what type of letter is needed: _____

4. Miscellaneous Details

5. Does your event require a mailing? _____ Yes _____ No

6. Do you need online registration? _____ Yes _____ No

a. Date open registration _____ Date Close _____

Reservee's Signature: _____ Date: _____

Department Leader Signature: _____ Date: _____

OFFICE USE ONLY

Date Received: _____ By: _____

Date approved: _____ By: _____

Date entered on calendar: _____ By: _____