

Activity (and Information) Request Form

Which Ministry Team is hosting/sponsoring this event? _____

Who is the contact person? _____

Contact Person's Phone Number: _____

Desired Date for the Event? _____ Name of Event _____

Event Start Time: _____ Event End Time: _____

Set-up Start Time: _____ Clean-up End Time: _____

Person Responsible for Clean up: _____

Will clean up happen immediately after the event? (circle one) Yes No
If no, please put scheduled clean up time, and why the delay: _____

Will this event require any other ministry teams?

Sound & Media

Food & Fellowship

Nursery

Bus

Other _____

Where will this event be held?

Fellowship Hall

Sanctuary

Other _____

Who will be invited to this event? _____

What will be happening at this event? _____

What is the purpose of this event? _____

Additional Comments: (Is there a website pertaining to this event?) _____