FAITH
FAMILY
CHURCH

Request Forms

This is a *high-level* overview of each form. Please look at the forms you need for more details.

Go to: www.ffcnw.org → Click "resource" tab → Click "team resources" button → Select form

Facilities + Events Forms

Facility Request (events)

- requesting a space at an FFC facility OR an off-site ministry event be added to calendar
- Submit **at least 2 weeks before** the desired date
- Provide as much info as possible
- Office team will review requests and contact you regarding approval/staffing needs

Room Request (Meetings)

- For meetings fewer than 20 people
- Submit **at least 3-5 days before** to the meeting
- For meetings larger than 20 people, or any meeting requiring childcare or the use of video/audio equipment, please fill out a Facility Request form

Lobby Setup Request

- Ministries needing tables, signage, stage communication or photo booth set up in the lobby.
- Submit **at least 2 weeks before** the desired date
- Provide as much info as possible
- If your set up requires graphics to be created or reprinted, you must also fill out the appropriate graphics request forms

Graphics Forms

Graphics Request – Event/Branding

- Graphics projects requiring multiple media types (i.e. promo & print graphics for an event, or a new brand package)
- Submit **at least 6 weeks before** the date the first graphic is needed
- Provide as much info as possible
    - The team cannot come up with verbiage or info for your event/project, but can provide feedback

Graphics Request – Reprints

- For existing graphics, minor verbiage or sizing changes, and nametags
- 5-10 business days for request to be completed

Graphics Request – Single Project

- Single graphic creation (multiple sizes of the same graphic included)
- Submit **2 weeks before** the date the graphic is needed
    - Merch requests need to be submitted **4 weeks before** the date needed

Promo Request

- For coordinated promo materials for an event, campaign or ministry
- Submit **3 weeks before** the date of first promo
- Can be social media, slides for Sunday, video/stage announcements
    - The team cannot come up with verbiage or info for your event/project, but can provide feedback

Finance Forms

Check Request/Reimbursement

- When personal money for a church related item is spent, and you need reimbursement OR
- You're needing a check to be created (i.e. for a guest speaker)

Pre-Purchase Request Form

- Before any purchases are made, must have elder/pastor approval and Executive Director of Business & Finance approval