



RECEIVED _____
BY _____

EVENTS PLANNING MINISTRY ("EPM") - 2021
A FACILITIES REQUEST FORM MUST BE COMPLETED IN ADDITION TO THIS FORM
THE BUDGET SECTION OF THIS FORM MUST BE COMPLETED OR IT WILL BE RETURNED TO YOU

A COPY OF THE THIS FORM WILL BE RETURNED TO YOU UPON APPROVAL OF YOUR EVENT

Name: _____ Ministry _____
 Phone No. _____ (H) _____ (W) Title _____
 Email Address: _____ Budget _____

☐ New Event ☐ Cancellation ☐ Change

GENERAL INFORMATION

Title of Event _____
 Date _____ Time: _____ Start _____ End _____
 Early Set-Up Time: _____ Break-Down Time: _____

HOW DOES THIS EVENT HELP BUILD THE KINGDOM? _____

Number of Attendees _____
☐ Ticketed Event
 Price _____

DO YOU ANTICIPATE MAKING A PROFIT FROM THIS EVENT? NO ____ YES ____

IF YES, HOW WILL THOSE PROFITS BE USED? _____

Church Location: ☐ Shadyside ☐ Galilee South
 Sanctuary
 Classroom Number(s) _____
☐ Mauve Room **(a floor plan must be submitted to Facilities prior to the event)**
☐ Outside/Parking Area
☐ Offsite _____

Travel Requested: City _____ State _____

Transportation:
☐ Church Van
☐ Private Bus
☐ Train
☐ Air
☐ Personal Volunteers

Additional Comments _____

Requestor's Signature _____

FOR EPM USE ONLY

☐ Approved & Scheduled ☐ Not Approved

Reason(s) for Denial _____

Signed _____ Date _____

EPM Team Leader _____

(CONTACT THIS PERSON FOR ANY QUESTIONS OR CONCERNS YOU HAVE REGARDING YOUR EVENT)

REQUEST FOR SERVICE					
To MINISTRY CHAIRPERSONS/PRESIDENTS					
YOU WILL BE CONTACTED BY THE MINISTRY REQUESTING YOUR SERVICE OR AN EPM MEMBER TO CONFIRM YOUR RECEIPT OF THIS FORM					
<p style="text-align: center;">HELPS MINISTRIES (CHECK ALL THAT APPLY)</p> <p><input type="checkbox"/> Events Planning Ministry _____ <input type="checkbox"/> Plan Entire Event _____</p> <p><input type="checkbox"/> Food Service <input type="checkbox"/> Rebekah Ministry _____ <input type="checkbox"/> Offsite Caterers _____ <input type="checkbox"/> Other _____</p> <p><input type="checkbox"/> Facilities _____ <input type="checkbox"/> Set-Up _____ <input type="checkbox"/> Lighting _____</p> <p><input type="checkbox"/> Parking Attendants _____ <input type="checkbox"/> Security _____</p> <p><input type="checkbox"/> Multimedia _____ No. of Microphones __ Video event __ Record event ____</p> <p>Photography _____</p> <p><input type="checkbox"/> Ushers _____ <input type="checkbox"/> Nurses _____ <input type="checkbox"/> Interpreters _____ <input type="checkbox"/> Other _____</p> <p style="color: #FF0000; font-weight: bold;">MEDIA SERVICES ARE ONLY AVAILABLE FOR INSIDE EVENTS. MEDIA SERVICES ARE NOT AVAILABLE FOR OUTSIDE EVENTS. THANK YOU.</p>		<p style="text-align: center;">MUSIC & FINE ARTS MINISTRY (CHECK ALL THAT APPLY)</p> <p><input type="checkbox"/> Blessed Hands of Praise _____ <input type="checkbox"/> Combined Choirs _____ <input type="checkbox"/> Dancers _____ <input type="checkbox"/> Inspired Sanctuary Chorus _____ <input type="checkbox"/> Men of Galilee _____ <input type="checkbox"/> Mime _____ <input type="checkbox"/> More Excellent Way _____ <input type="checkbox"/> New Vision of Praise Choir _____ <input type="checkbox"/> Praise & Worship Team _____ <input type="checkbox"/> Theatre _____ <input type="checkbox"/> Voices of Triumph _____ <input type="checkbox"/> Soloist Only _____ <input type="checkbox"/> Musicians Only _____ <input type="checkbox"/> Outside guests (specify) _____</p> <p style="color: #FF0000; font-weight: bold;">(MUST HAVE PRIOR APPROVAL FROM MUSIC & FINE ARTS COORDINATOR)</p> <p style="text-align: right; padding-top: 20px;"> Brother Tijuan Bradford Director Music & Arts Ministry </p>			
FINANCE MINISTRY					
("BUDGET COST" ITEMS MUST BE COMPLETED PRIOR TO EVENT)					
VENUE: Meeting or event space rental Room setup costs Equipment rental and setups TRANSPORTATION: Airfare Taxis or limos from airport Parking Transportation to and from various venues ACCOMMODATION: Sleeping rooms State accommodation taxes Hospitality suite Incidentals FOOD AND BEVERAGES: Food costs (\$_____ per person) Break costs Transportation and setup costs (for offsite caterers) Cleanup costs	Budget \$ Cost \$	Actual \$ Cost \$	PRINTING AND MATERIALS: Meeting kit production and printing costs Shipping costs Nametags Invitations/Cards CDs Other (specify) _____ SPECIAL SERVICES: Photographer Photo developing and printing Entertainment and speakers fees Ministry gifts Florals and Decorations Equipment Rentals Contingencies Maintenance	Budget \$ Cost \$	Actual \$ Cost \$
			GRATUITY		
			TOTAL		