



EVENT INFO

<b>Ministry</b>	
<b>Event/Activity</b>	
<b>Date(s)/Time(s)</b>	

Desired Location

- The LightCenter
- 2606 John West Rd.
- Conference Room A
- Conference Room B
- Multi-Purpose Room
- Lobby
- Sanctuary
- East Wing
- West Wing

Does this event/activity require advertising?  Yes or  No

If yes, please check all that apply:

- Lobby Display
- Monitors
- Verbal Announcement
- Bulletin

Please check other ministries involved:

- Security
- Technical
- Greeters
- Ushers
- Dancers
- Music/Choir
- Other \_\_\_\_\_

Have these ministries been contacted?  Yes or  No

What time(s) will building access be needed? \_\_\_\_\_

<b>Event Contact Person</b>	
<b>Phone</b>	
<b>Email</b>	

Signature of person completing this form: \_\_\_\_\_

If funds are needed, please do a budget and complete a Check Request Form and submit both to Administrative Office. The Administrative Staff reserves the right to make any necessary adjustments to the requested calendar addition, including, but not limited to venue changes, etc. Submit this form to the Administrative office at least seven (7) days prior to the first date of the event/activity.

<b>Other Info</b>	
<b>Other Info</b>	
<b>Other Info</b>	