

**EVENT REQUEST**

**Date of Event** \_\_\_\_\_ **Time** \_\_\_\_\_

**Name of Event** \_\_\_\_\_

**Committee or Team Hosting Event** \_\_\_\_\_

**Contact Person** \_\_\_\_\_

**Phone Number** \_\_\_\_\_

**Email** \_\_\_\_\_

**Address (if off campus)** \_\_\_\_\_  
\_\_\_\_\_

**Facilities Needed** (circle all that apply)

Sanctuary

Fellowship Hall

Old Sanctuary

**Transportation Needs** (circle all that apply)

Bus

Van

**Technology Needs** \_\_\_\_\_  
\_\_\_\_\_

**Approved by** \_\_\_\_\_

If this event is approved, please have someone in the church office schedule it.

