

EVENT / MEETING REQUEST FORM



Orchard
community church

Step 1:

1. Meet with committee for event / meeting details and dates.
2. **Complete this form! Elder section completed by the overseeing committee Elder.**
3. Submit form to the Communications Coordinator.
4. The event / meeting request will be taken to the weekly staff meeting for approval.

OFFICE USE ONLY

- Elder Staff
 Calendar _____
 Cert of Liability

Step 2:

Once approved, you will be notified by email, the event will be added to the calendar and a copy will be placed in the elder box. The Communications Coordinator will contact the Publicity Point Person via email to start planning your publicity. Use the Event Checklist on the back to help plan your event.

EVENT / MEETING TITLE _____

(please circle one)

DATE of event _____ Actual **TIME** of event (from) _____ (to) _____

Period of time room is needed for preparation and cleanup _____

Registration / Sign-ups Begin: _____

Is this a recurring event? **Yes / No**

Frequency: _____ **Every:** _____
(Weekly, Monthly) (example: 3rd Monday of the month)

ROOM(S) REQUESTING _____ Approx. # of people _____

COMMITTEE RESPONSIBLE for this Event: _____

COMMITTEE MEMBER(S) RESPONSIBLE for this Event: _____

Phone _____ Email _____

Date request submitted: _____

PUBLICITY:

Publicity Point Person: _____

Phone _____ Email _____

MEDIA & WORSHIP BUILDING SPACE

Do you need a Sound Person? **Yes / No** Media Shout Person? **Yes / No**

Worship Building Stage Area Cleared? **Yes / No**

FOOD: Will food be served? **Yes / No** Is space needed for food storage before the event? **Yes / No**

CHILDCARE: Does your event / meeting need childcare? **Yes / No**

EVENT SET-UP / CLEAN-UP:

Who is the person in charge of set-up & clean up? _____

Phone _____ Email _____

**Please note: Events will not be taken to the weekly Staff Meeting for approval without this section completed by the overseeing Committee Elder. Thank you.*

ELDER: _____

(Signature)

Elder name (please print): _____

COST : Will participants be charged? _____ How much? _____

If this is a fundraiser do you have Session Approval: **Yes / No**

Date of Approval: _____

Budget Line Name: _____

Budget Line Number: _____

Step 2: Your Event Check List

My Event has been approved! Here is a handy check list to make sure your event runs as smoothly as possible. If you have any questions or need help please feel free call the office!

KEY NEEDED: Yes / No

If yes - Please arrange a time to pick up a key from the Office Coordinator, Lisa Beamer, during regular office hours. A Key Registration Form will be completed at the time of pick up.

- Key Picked Up
- Key Returned

PUBLICITY:

- Read the Publicity Guidelines (will be emailed to listed contact person, copy available in the office.)
- Event Theme Ideas: _____
- Color Scheme Ideas: _____
- Graphic Ideas: _____
- Advertising Start Date: _____ Duration: _____

FOOD: Will food be served? Yes / No

Food Point Person: _____

Phone _____ Email _____

I need: **Bowls** **Plates** **Napkins** **Utensils** **Cups: Cold/ Hot** **Ice**

MEDIA & WORSHIP BUILDING SPACE:

Sound and Media Point Person: _____

Phone _____ Email _____

- Contacted the Worship Director (Jimmy Mac at jimmy@orchardventura.org).

CHILDCARE:

Childcare Point Person: _____

Phone _____ Email _____

Number of children expected _____ Age range: _____

- Read the Committee Procedures for Event Childcare Policy (copies in the office)
- Recruited Childcare Workers
 - Adult Worker(s): _____
 - Youth Helper(s): _____
- After the event email to Lisa Beamer (lisa@orchardventura.org) to verify workers and hours.

SET-UP & CLEAN UP:

Set-Up/Clean Up Point Person: _____

Phone _____ Email _____

- Contacted the Custodian (Larry Verloop at larry@orchardventura.org) regarding set up needs.

It is your responsibility to leave the room clean and set up the way you found it.

- Empty the trash
- Turn off lights & fans
- Wipe down all counters
- Check thermostat
- Wash and put away all dishes
- Lock all windows and doors



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