

# 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:

The Publicity Point Person will need to contact the Communications Coordinator 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 (notes can be left in the Custodian Binder in the office) 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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