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| **Step 1: General Information** |
| **Event Name:**  |      xlcvncxnv | **Submitted By:** |       |
| **Event Location:**  |      xlcvncxnv | **Date of Submission:** |       |
| **Event Contact Person:**  |      xlcvncxnv | **Contact Email:** |       |
| **Corresponding Ministry:**  |      xlcvncxnv | **Contact Phone:** |       |
| **Event Goal/Objective:** |       |
| **Step 2: Event Details** |
| **Event Date(s):**  |      xlcvncxnv |      xlcvncxnv |      xlcvncxnv |      xlcvncxnv |      xlcvncxnv |       |      xlcvncxnv |
| **Day of Week:**  |      xlcvncxnv |      xlcvncxnv |      xlcvncxnv |      xlcvncxnv |      xlcvncxnv |       |      xlcvncxnv |
| **Event Start Time:**  |      xlcvncxnv |      xlcvncxnv |      xlcvncxnv |      xlcvncxnv |      xlcvncxnv |       |      xlcvncxnv |
| **Event End Time:**  |      xlcvncxnv |      xlcvncxnv |      xlcvncxnv |      xlcvncxnv |      xlcvncxnv |       |      xlcvncxnv |
| **Set-up Start Time:** |      xlcvncxnv |      xlcvncxnv |      xlcvncxnv |      xlcvncxnv |      xlcvncxnv |      xlcvncxnv |      xlcvncxnv |
| **Clean-up End Time:** |      xlcvncxnv |      xlcvncxnv |      xlcvncxnv |      xlcvncxnv |      xlcvncxnv |      xlcvncxnv |      xlcvncxnv |
| **Reoccurring Meeting?:** |      xlcvncxnv |      xlcvncxnv |      xlcvncxnv |      xlcvncxnv |      xlcvncxnv |      xlcvncxnv |      xlcvncxnv |
| **Frequency of Occurrence:** |      xlcvncxnv |      xlcvncxnv |      xlcvncxnv |      xlcvncxnv |      xlcvncxnv |      xlcvncxnv |      xlcvncxnv |
| **Room Preference** |       | **Offsite Location:****Expected Attendance:** |       | **Expected Attendance:** |       |
| **Step 3: Event Set-up** |
| **Set-up Style:** | [ ]  **Theatre Style: Chairs arranged in rows facing presentation.****[ ]  Circle of Chairs: Chairs arranged in a circle *without* a round table****[ ]  Classroom Style: Series of eight-foot tables arranged in rows with 4 chairs behind each table****[ ]  Horseshoe: Series of eight-foot tables forming a horseshoe shape with 4 chairs behind each table****[ ]  Meal Standard (*Single, Double, Triple*): Choice of 1, 2 or 3 eight-foot tables aligned together with chairs surrounding****[ ]  Rounds of 8 Chairs: Round tables with 8 chairs surrounding**[ ]  **Other (Please draw diagram on final page of Event Request Form):**      xlcvncxnv**Submitted By:**      |

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| **Step 3: Event Set-up (Con’t)**xlcvncxnv**Date of Submission:**      |
|  | **Item** | **Quantity** |
| **Equipment:** | **[ ]  Tables (8’ Rectangular)** |  |
| **[ ]  Tables (6’ Rectangular)** |  |
| **[ ]  Round Tables (8’ round)** |  |
| **[ ]  Podium** |  |
| **[ ]  Stool** |  |
| **[ ]  White Board** |  |
| **[ ]  White or Black Tablecloths** |  |
| **[ ]  Skirting (White)** |  |
| **Step 4: Food** |
| **Will food be served at this event?** | [ ]  **Yes** [ ]  **No** |
| **Does this event require use of the kitchen?** | [ ]  **Yes** [ ]  **No** |
| **It is the responsibility of the event organizer to take care for food purchasing, preparation, and service. Metro Life Church can store food for a limited period of time and provides the following items to the church for general use. Please indicate which items are requested and their quantities:** |
| **Item** | **Quantity** | **Item** | **Quantity** |
| **[ ]  Plates 8”** |  | **[ ]  Coffee - regular** |  |
| **[ ]  Plates 6”**  |  | **[ ]  Coffee – decaf** |  |
| **[ ]  Bowls – 8 oz.** |  | **[ ]  Hot tea** |  |
| **[ ]  Cups – 8 oz.** |  | **[ ]  Coolers** |  |
| **[ ]  Cups – 12 oz.** |  | **[ ]  Water Pitchers** |  |
| **[ ]  Plastic Silverware** |  | **[ ]  Ice** |  |
| **[ ]  Napkins** |  | **[ ]  Coffee, Tea, Lemonade** |  |
| **Step 5: Event Promotion** |
| **How will the event be promoted?** | [ ]  **Bulletin Article** | **In 2-3 sentences, briefly describe the event for the bulletin:** |
| **When should the event first appear in the bulletin?** |  |
| **When should the event last appear in the bulletin?** |  |
| **How many times is the event requested to appear?** |  |
| **Step 5: Event Promotion (Con’t)** |
| **How will the event be promoted? (Con’t)** | [ ]  **Separate Flyers** | **Briefly describe the flyers you intend on handing out. Please provide details concerning the content, size, method and frequency.** |
| [ ]  **Sunday Morning Announcement** | **Sunday morning announcements cannot be guaranteed for all events. Please briefly describe what you would like to share or have shared concerning this event:** |
| **When would be the ideal time to have this shared?**  |  |
| **Is there a testimony associated with the announcement?** | [ ]  **Yes** [ ]  **No** |
| [ ]  **Ministry-Specific Announcement** | **At what ministry meeting would this be shared?** |  |
| **Briefly describe what you would like to share or have shared concerning this event:** |
| [ ]  **Lobby Table** | **What date(s) would you like to request a lobby table?** |
| [ ]  **Website Rotator** | **When should the event first appear on the rotator?** |  |
| **When should the event be removed from the rotator?** |  |
| [ ]  **Social Media** | **Which forms of social media will be utilized?** |
| [ ]  **MLC Facebook**[ ]  **MLC Twitter**[ ]  **Ministry-Specific Facebook** | [ ]  **Personal Facebook / Twitter**[ ]  **Other:**  |
| **Step 6: Event Registration** |
| **Will this event require participants/volunteers to register?** | [ ]  **Yes** [ ]  **No** |
| **If so, briefly describe your plan for registration.** |
| **When will registration begin?** |  | **When will registration end?** |  |
| **Do the participants/volunteers need to make payment for registration?**      xlcvncxnv**Contact Phone:**      | [ ]  **Yes** [ ]  **No** |
| **What forms of registration will be utilized? (paper, electronic, etc.)** |  |
| **Who will keep track of the registration information received and provide assistance with registration?** |  |
| **Step 7: Audio/Visual Support** |
| **Equipment /****Personnel****Needed:** | [ ]  **Sound Tech**[ ]  **Lighting Tech**[ ]  **Audio Recording**[ ]  **Power Point Presentation – Ministries requesting PowerPoint are responsible for the following:*** **Developing the PowerPoint Presentation for the event.**
* **Providing a person to run the presentation during the event.**

[ ]  **Other:**       |
|  | **Item** | **Quantity** |
| **Other Equipment:** | **[ ]  Computer** |  |
| **[ ]  Microphones** |  |
| **[ ]  Mixer** |  |
| **[ ]  DVD** |  |
| **[ ]  CD player** |  |
| **[ ]  TV** |  |
| **[ ]  Other:**  |  |
| **Step 6: Graphics/Website** |
| **Does this event have already a graphic associated with it?** | [ ]  **Yes** [ ]  **No** |
| **Graphics cannot be created for each event, but if possible, would it be beneficial to have a graphic created?** | [ ]  **Yes** [ ]  **No** |
| **Briefly give any details, which would be helpful in the design of a graphic (i.e. theme, color scheme, alternative uses, etc.)** |
| **Would it be desirable to have the recorded audio posted to the web?**      xlcvncxnv**Contact Phone:**      | [ ]  **Yes** [ ]  **No** |
| **Would it be desirable to have the PowerPoint posted to the web?** | [ ]  **Yes** [ ]  **No** |
| **Step 8: Event Budget** |
| **Category** | **Budgeted Amount** |
| **INCOME** |  |
| **Income Source 1:**  |  |
| **Income Source 2:**  |  |
| **EXPENSES** |  |
| **Contracts:** |  |
| **Housing:**  |  |
| **Travel:** |  |
| **Food:**  |  |
| **Advertising/promo:** |  |
| **Media, technical:** |  |
| **Print:** |  |
| **Gifts:** |  |
| **Honorariums:** |  |
| **Decorations:** |  |
| **Staff:** |  |
| **Equipment:** |  |
| **Misc. expenses:**  |  |
| **SUBTOTAL EXPENSES** |  |
| **TOTAL** |  |
| **Step 9: Event Layout** |
| **If special set-up was requested in Step 3, please draw a diagram of the event set-up here:** |
| **Details for Church Office Use:** |
| **Date event request was received:** |  | **Person who reviewed event request:** |  |
| **Date event request was reviewed:** |  | **Date event was confirmed on MC:** |  |
| **Routing:** | **Person** | **Date** |
| **[ ]  Calendar Approval** |  |  |
| **[ ]  Budget Approval** |  |  |
| **[ ]  Pastoral Approval** |  |  |
| **[ ]  Building** |  |  |
| **[ ]  Kitchen** |  |  |
| **[ ]  Technical** |  |  |
| **[ ]  Graphics/Web** |  |  |
| **[ ]  PCO/Bulletin** |  |  |
| **[ ]  Other:** |  |  |