|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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:** | | |  | | | | | | | | | | |  | | |