



# Event\* Request Proposal

Complete and submit this form to Ann's mailbox or  
ann@faithchurchmn.org 2 weeks before event date.

Event Title: \_\_\_\_\_

# of Participants: \_\_\_\_\_ (FAITH CHURCH) Contact Person: \_\_\_\_\_

Event Date: \_\_\_\_\_ Actual Time of Event: \_\_\_\_\_ (Start & End)

Is this a repeating event? If so, when? \_\_\_\_\_

Rooms needed and Times: (Include set-up, take down) If this is off-site, location? \_\_\_\_\_

\_\_\_\_\_ Begin \_\_\_\_\_ End \_\_\_\_\_ A/V or Set up needs? \_\_\_\_\_

\_\_\_\_\_ Begin \_\_\_\_\_ End \_\_\_\_\_ A/V or Set up needs? \_\_\_\_\_

\_\_\_\_\_ Begin \_\_\_\_\_ End \_\_\_\_\_ A/V or Set up needs? \_\_\_\_\_

(Please draw a set-up diagram on the reverse of this sheet or attach as a separate document)

Childcare Needed? Circle: YES or NO

**PUBLICITY** (Check items requested and complete the blanks)

*Office Use*

☐

n/a Bulletin Announcement (dates to run \_\_\_\_\_; subject to space). Include text below.

☐

n/a Bulletin Board Poster

\_\_\_\_\_ Create graphics for me please OR \_\_\_\_\_ I'll send them to you (steve@faithchurchmn.org)

☐

\_\_\_\_\_ Constant Contact E-Newsletter

☐

\_\_\_\_\_ Rolling Slide (for worship) & Welcome Desk TV

☐

\_\_\_\_\_ Sign-up Sheet

☐

\_\_\_\_\_ Social Media (Facebook)

☐

\_\_\_\_\_ Website

Announcement/Poster Text: \_\_\_\_\_

Additional Information: \_\_\_\_\_

Requested By \_\_\_\_\_

Phone/Email \_\_\_\_\_

Date \_\_\_\_\_

FAITH CHURCH Approved by \_\_\_\_\_

Date \_\_\_\_\_

\*EVENT can be for room request and calendar OR a calendar only event. Example: an off-site event where no rooms are needed but the event needs to be on the master calendar.