



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? _____

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(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.