

EPC Event & Room Request

Please Submit to Church Office (at least 1 week prior to event)

EVENT NAME:	
EVENT DATE:	
EVENT TIME/TIMES:	
MINISTRY TEAM:	
CONTACT PERSON:	
MOBILE:	
EMAIL:	
ROOM: check all that apply	<input type="checkbox"/> Faith Center <input type="checkbox"/> Kitchen <input type="checkbox"/> Fireside Room <input type="checkbox"/> Youth Room <input type="checkbox"/> Sanctuary <input type="checkbox"/> Choir Room <input type="checkbox"/> Nursery
REQUESTS: check all that apply	<input type="checkbox"/> Request additional day/days to set up event. How many? _____ <input type="checkbox"/> Request the use of the sound system <input type="checkbox"/> Request the use of projector/television <input type="checkbox"/> Request the use of coffee/tea bar <input type="checkbox"/> Request additional custodial help (to be paid by your budget)
REGISTRATION:	<input type="checkbox"/> Event requires registration (online & sign-up sheets) <input type="checkbox"/> Request information flier (information provided by team)
ACKNOWLEDGEMENTS:	<input type="checkbox"/> AGREE to clean up all rooms following the event / same day clean-up <input type="checkbox"/> AGREE to notify the office of any changes to schedule
ADDITIONAL INFO/COMMENTS:	
SIGNATURE:	

For Office Use Only

Approved:	<input type="checkbox"/>	Registration:	<input type="checkbox"/> Registration Open
Added to Calendar:	<input type="checkbox"/>	Advertising:	<input type="checkbox"/> Web/Enews/Flier