



RECEIVED _____
 BY _____

EVENTS PLANNING MINISTRY ("EPM") - 2021
A FACILITIES REQUEST FORM MUST BE COMPLETED IN ADDITION TO THIS FORM
THE BUDGET SECTION OF THIS FORM MUST BE COMPLETED OR IT WILL BE RETURNED TO YOU

A COPY OF THE THIS FORM WILL BE RETURNED TO YOU UPON APPROVAL OF YOUR EVENT

Name: _____ Ministry _____
 Phone No. _____ (H) _____ (W) Title _____
 Email Address: _____ Budget _____

New Event
 Cancellation
 Change

GENERAL INFORMATION

Title of Event _____

Date _____ Time: _____ Start _____ End _____
 Early Set-Up Time: _____ Break-Down Time: _____

HOW DOES THIS EVENT HELP BUILD THE KINGDOM? _____

Number of Attendees _____
 Ticketed Event
 Price _____

DO YOU ANTICIPATE MAKING A PROFIT FROM THIS EVENT? NO ____ YES ____
IF YES, HOW WILL THOSE PROFITS BE USED? _____

Church Location: Shadyside Galilee South
 Sanctuary
 Classroom Number(s) _____
 Mauve Room **(a floor plan must be submitted to Facilities prior to the event)**
 Outside/Parking Area
 Offsite _____

Travel Requested: City _____ State _____

Transportation:
 Church Van
 Private Bus
 Train
 Air
 Personal Volunteers

Additional Comments _____

Requestor's Signature _____

FOR EPM USE ONLY

Approved & Scheduled
 Not Approved

Reason(s) for Denial _____

Signed _____ Date _____

EPM Team Leader _____

(CONTACT THIS PERSON FOR ANY QUESTIONS OR CONCERNS YOU HAVE REGARDING YOUR EVENT)

REQUEST FOR SERVICE

To MINISTRY CHAIRPERSONS/PRESIDENTS

YOU WILL BE CONTACTED BY THE MINISTRY REQUESTING YOUR SERVICE OR AN EPM MEMBER TO CONFIRM YOUR RECEIPT OF THIS FORM

**HELPS MINISTRIES
(CHECK ALL THAT APPLY)**

- Events Planning Ministry _____
- Plan Entire Event

- Food Service
- Rebekah Ministry _____
- Offsite Caterers _____
- Other _____

- Facilities _____
- Set-Up
- Lighting

- Parking Attendants
- Security

- Multimedia _____
- No. of Microphones __ Video event __ Record event _____

- Photography _____
- Ushers _____
- Nurses _____
- Interpreters _____
- Other _____

**MUSIC & FINE ARTS MINISTRY
(CHECK ALL THAT APPLY)**

- Blessed Hands of Praise _____
- Combined Choirs _____
- Dancers _____
- Inspired Sanctuary Chorus _____
- Men of Galilee _____
- Mime _____
- More Excellent Way _____
- New Vision of Praise Choir _____
- Praise & Worship Team _____
- Theatre _____
- Voices of Triumph _____
- Soloist Only _____
- Musicians Only _____
- Outside guests (specify) _____

(MUST HAVE PRIOR APPROVAL FROM MUSIC & FINE ARTS COORDINATOR)

Sister Marcy Trueheart
M&FAs Interim Coordinator

MEDIA SERVICES ARE ONLY AVAILABLE FOR INSIDE EVENTS. MEDIA SERVICES ARE NOT AVAILABLE FOR OUTSIDE EVENTS. THANK YOU.

FINANCE MINISTRY

("BUDGET COST" ITEMS MUST BE COMPLETED PRIOR TO EVENT)

	Budget \$ Cost \$	Actual \$ Cost \$		Budget \$ Cost \$	Actual \$ Cost \$
VENUE:			PRINTING AND MATERIALS:		
Meeting or event space rental	_____	_____	Meeting kit production and printing costs	_____	_____
Room setup costs	_____	_____	Shipping costs	_____	_____
Equipment rental and setups	_____	_____	Nametags	_____	_____
TRANSPORTATION:			Invitations/Cards	_____	_____
Airfare	_____	_____	CDs	_____	_____
Taxis or limos from airport	_____	_____	Other (specify) _____	_____	_____
Parking	_____	_____	SPECIAL SERVICES:		
Transportation to and from various venues	_____	_____	Photographer	_____	_____
ACCOMMODATION:			Photo developing and printing	_____	_____
Sleeping rooms	_____	_____	Entertainment and speakers fees	_____	_____
State accommodation taxes	_____	_____	Ministry gifts	_____	_____
Hospitality suite	_____	_____	Florals and Decorations	_____	_____
Incidentals	_____	_____	Equipment Rentals	_____	_____
FOOD AND BEVERAGES:			Contingencies	_____	_____
Food costs (\$_____ per person)	_____	_____	Maintenance	_____	_____
Break costs	_____	_____			
Transportation and setup costs (for offsite caterers)	_____	_____	GRATUITY		
Cleanup costs	_____	_____	TOTAL		