



Ministry Events

Today's Date: _____

Event Name/Project/Initiative: _____

Contact Name: _____

Email: _____ Phone: _____

DATE(s) of Event: _____

Sign-up Forms Required? _____

Set-up Time Begins:	Event Start Time	Event End Time	Room/Area Requested

Description/Details of Event: *(be sure to include information you would like to appear in publications (examples include: registration info./dates, cost, childcare provided, contact information for more details or questions –if different than requestor)* _____

Equipment Options: **Note: All Audio/Visual Need Requests must be made at least 10 days prior to event.**

(Check all options needed)

- Audio/Visual:** **(see note above)**
- _____ Projector/Screen
- _____ Sound System
- _____ DVD/Video
- _____ Kitchen Access (who will oversee use? _____)
- _____ Tables & Chairs *(see reverse for more info. needed)*
- _____ Rod/Drape
- _____ Other (please explain: _____)

Return completed form to the church office or to Tanya Gonterman at tanyagonterman@valleymillsc.org.

PLEASE NOTE: Deadline for consideration of inclusion in the weekly Sunday Bulletin and weekly eNewsletter is **Tuesday, 9 AM**. Please deliver to the church office or to tanyagonterman@valleymillsc.org.

FOR OFFICE USE ONLY

NOTED ON INTERNAL CHURCH GMAIL CALENDAR: _____
ACCESS TO BUILDING NEEDED AFTER HOURS? _____ WHO WILL UNLOCK DOORS? (Name & Phone #) _____
REVIEWED POSSIBLE COMMUNICATION TOOLS TO PROMOTE EVENT WITH REQUESTOR? _____