EVENT REQUEST FORM

This request form needs to be approved before it will be put on the church calendar! Please don’t assume that it is approved just by filling it out! Thank you.

Today’s Date: __________ Name of Requestor: ________________________________________

Home Phone: _______________ Cell Phone: _______________ Email: ____________________

Name of Event: _____________________________ What Ministry: _________________________

Date of Event: ___________ Time of Event (start-end): ________ - ________ # to attend: _____

Arrival time (to set up): ___________ Departure time (after cleaning/setting back up): ___________

What rooms will be needed?
- ☐ Worship Center
- ☐ Kitchen
- ☐ Lobby
- ☐ Office
- ☐ All Classrooms
- ☐ Specific Classroom(s): ___________________
- ☐ Whole Facility
- ☐ Off Campus (location?): ___________________

Please describe the reason for the event requested?

How does this event go hand-in-hand with East Hills’ Mission Statement (“Connecting people to God, each other and a purposeful life”)?

(Please fill out the back as well . . . thank you!)
Section B: Tech and Media Requests

A fee may be required for tech needs in order to hire 'approved' tech personnel.

Speaker/Lecturer Requests/Needs:
- Wireless handheld microphones *(how many?___)*
- Hands-free wireless microphones *(how many?___)*
- Corded microphones *(how many?___)*

Multimedia Requests/Needs:
- DVD player
- CD player
- Computer (slide shows, song lyrics, etc.)
- iPod hookup

Live Music Requests/Needs:
- Vocalists *(how many?___)*
- Electric guitars *(how many?___)*
- Acoustic guitars *(how many?___)*
- Other instruments *(please specify)*: __________________________________________
- Drums
- Keyboard *(how many?___)*
- Bass guitar

Does this event need to be recorded (audio)?  ☐ Yes  ☐ No
Does this event require a slide show?  ☐ Yes  ☐ No

Special Lighting Requirements (please describe in detail):

Staging Requirements (please describe in detail):

FOR OFFICE USE ONLY:

Reviewed on (date): ___________  Result?  ☐ Approved  ☐ Not Approved
Comments:__________________________________________________________________