

Ministry Event Room Booking Form

Date Submitted _____

Event _____

Date(s) _____

Organizer _____

Access Building _____ (Set-up)

Exit Building _____ (Clean-up)

Event Start/End _____ to _____

Room(s) Requested Sanctuary Fellowship Hall Kitchen Other _____

Sound/Lighting Tech needed Y / N Key Needed Y / N

Advertizing Y / N

if Yes: Flyer / Blurb Attached OR

Contact Person Info: (ex. Cell #, email, etc.)	
Target Audience: (ex teens, men, families)	
Cost / What to bring	
RSVP / Deadline	
Other info / instructions	

Elder Approval _____ Date _____

Office Use

Advertizing	(Y/N)	Date
Bulletin		
Flyer		
Blurb		
Upcoming Events		
Newsletter		
Announce Slides		
INFO Board		

Calendars	(Y/N)	Date
Paper		
Outlook		
Bookrooms		
Web		

Announce email		Thurs. before
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