

## PDF Fillable Form Instructions:

1. Download the PDF fillable form to your personal computer.
2. Type in the information and **SAVE** on your computer (please rename)
3. Send Form to [joyocalaf1@gmail.com](mailto:joyocalaf1@gmail.com) with the PDF as an attachment

# Joy Lutheran Church Event Request

**Date of request:** \_\_\_\_\_ **Ministry or Group Name:** \_\_\_\_\_

Event Description: \_\_\_\_\_

Locations Requested: \_\_\_\_\_

Date: \_\_\_\_\_ Time of event: \_\_\_\_\_

Approximate number of attendees: \_\_\_\_\_

Requested Day and Time of Set-up: \_\_\_\_\_

You will be responsible for setting up for your event and returning the room to the proper set-up following your event.

Contact Name: \_\_\_\_\_

Contact Phone/email: \_\_\_\_\_

## **Technical Services:**

List Technical services desired (Sanctuary sound/visual or Use of TV for presentation):

\_\_\_\_\_

## **Hospitality:**

Requesting Hosts for your event? Yes \_\_\_\_\_ No \_\_\_\_\_ Number of Hosts requested \_\_\_\_\_

Request for food donations: List desired items: \_\_\_\_\_

List beverages desired: \_\_\_\_\_

We will provide food for the event \_\_\_\_\_ No food at this event \_\_\_\_\_

## **Publicity request:**

Bulk Mailing \_\_\_\_\_ Newspaper \_\_\_\_\_ Social Media \_\_\_\_\_ Website Sign-up \_\_\_\_\_

Other (describe) \_\_\_\_\_

Budget: \_\_\_\_\_ Covered by: \_\_\_\_\_

A copy of suggested publicity material must be submitted for review.

## **Financial:**

**Requests or funding must be submitted to the Finance Ministry 60 days prior to the event.**

Will you be requesting Church financial assistance: Yes \_\_\_\_\_ No \_\_\_\_\_

Cost of event to be considered by Finance Ministry: \$ \_\_\_\_\_

List costs: \_\_\_\_\_

Notes: