

Department: _____ **Dept Approval:** _____ **Today's Date:** _____ **09**
Name: _____ **Phone #:** _____ **Cell #:** _____

Check / PO Request

Date required by: _____ Request Turned In: Y N

Calendar/Event Request

Add: Revise: Delete: **Event:** _____ **Date:** _____

Person in Charge if not you _____ Phone _____

Day of Event: Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Facility Begin Time: _____ Facility End Time: _____ Event Begin Time: _____ Event End Time: _____

Sanctuary: Chapel: Kitchen: Guest Services Parking Lot Upper Parking Lot Lower

Room #: _____ Room #: _____ Room #: _____ Room #: _____ Room #: _____ Room #: _____

On-site: Off-site: Est Att: _____ Deleted Information: _____

Liability Release Needed: Y N Liability Release Obtained: Y N **App:** **Disapp:**

Childcare Request

Event coordinator: _____ Phone #: _____ Number of children expected: _____

Number of special needs children: _____ Diagnosed special needs: _____

*All volunteers must be approved by the children's department for childcare. Please submit a list of volunteers to the Children's Pastor at least one week prior to event. **App:** **Disapp:**

Sanctuary/Chapel Technical Assistance

Sanctuary: Chapel: Theatrical Lights: House Lights: Sound System: On Screen:

Number of mics: _____ Platform instruments needed: _____

*All volunteers using instruments must be approved by the music department. Please submit a list of musicians using New Life Community Church instruments/equipment two weeks prior to event.

App: **Disapp:**

Media & Design Development Request

Website: (4 wks) Calendar: Event Promotion: New Ministry Launch: Other: _____

Newspaper: (8 wks) Press Release: Ad: Other: _____

Mailer: (4 wks) Qty of pieces: _____ Need Database? Y N Existing Database? Y N

Guest Services: Table Display Display Rack Areas Hallway Flyer Display Clips Other: _____

Videography: (8 wks) Y N Email Broadcast: (3 wks) Y N Email Template Design: Y N

Announcements:(8 wks) Promotional Skit: Promotional On-Screen: Bulletin Insert: Bulletin Listing:

Video Announcement: Other: _____

Photography: (3 wks) Portrait: Off-site: Events shot on-site: To use in literature: Other: _____

Promo Literature: (3 wks) Newsletters: Tickets: Brochures: Sign-up Sheets: Postcards:

Graphic Design/logo: (8 wks) Department logo: Other: _____

Fundraiser Promotion: (3 wks) Volunteer Signs/baskets, etc.: Other: _____

App: **Disapp:**