

Event Date \_\_\_\_\_

Today's Date \_\_\_\_\_

## **Activity Request Form for GSPC Functions**

*Please return this form to the church office (with all intended publicity) before publicizing your event.*

Affiliated Session Team/Committee \_\_\_\_\_

Activity or Event: \_\_\_\_\_

Space needed: (You can list a preferred room or one will be assigned) \_\_\_\_\_

Person in Charge \_\_\_\_\_ email \_\_\_\_\_

Phone numbers (daytime) \_\_\_\_\_ (other) \_\_\_\_\_

If someone else will be responsible for unlocking and locking, list them with their contact information here

\_\_\_\_\_

Event Time \_\_\_\_\_ until \_\_\_\_\_

Beginning time for set up \_\_\_\_\_ Time room will be emptied and cleaned \_\_\_\_\_

Dates of Repeating Events \_\_\_\_\_ If it repeats, please put beginning and ending dates.

First meeting \_\_\_\_\_ Last meeting \_\_\_\_\_ Repeat pattern \_\_\_\_\_

Please write all dates to be reserved \_\_\_\_\_

\_\_\_\_\_

What dates/holidays will be excluded \_\_\_\_\_

Number of people expected (can be a range) \_\_\_\_\_

Special room arrangement (tables, dining, classroom, etc) \_\_\_\_\_

Equipment needed: \_\_\_\_\_ Overhead Projector \_\_\_\_\_ Large Screen Projector \_\_\_\_\_ TV

\_\_\_\_\_ DVD \_\_\_\_\_ VCR \_\_\_\_\_ LCD Projector

\_\_\_\_\_ Bus Turtle Top \_\_\_\_\_ Bus Dobson (You will need to fill out the Vehicle In/Out form also.)

All rooms must be cleaned and returned to furniture arrangement you found it in. All trash should be put in the dumpster.

\*\*\*\*\* Staff use below this line \*\*\*\*\*Confirmation dates\*\*\*\*\*

Elder's signature \_\_\_\_\_ Date entered into church calendar \_\_\_\_\_