**EVENT REQUEST FORM**

Please submit completed form to Scott Paris, Office Assistant, at: **sparis@lakedeatonumc.com** at least **2 weeks** prior to the event.

Event Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ROOM # RESERVED: \_\_\_\_\_ **Event Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Day of Week: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Event Start Time: \_\_\_\_\_\_\_\_\_\_\_\_\_ Event End Time: \_\_\_\_\_\_\_\_\_\_\_\_\_

Do you need set up or clean up time? *Circle times:* Set up: 30 min or 1 hour Clean up: 30 min or 1 hour

Is event repeating? Yes / No. *If yes, circle one*: Weekly or Monthly. End Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person: Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Today’s Date: \_\_\_\_\_\_\_\_\_\_\_ Estimated # of Participants: \_\_\_\_\_\_\_\_ Event includes loud music? Yes / No

**REGISTRATION DETAILS?** *(Only if you need people to register to your event.)*

Besides registering online, would you like a sign-up sheet at the Connect Desk? Yes / No.

Date Registration Ends: End\_\_\_\_\_\_\_\_\_ Cost per person: $\_\_\_\_\_\_\_ Ministry (for funds):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Would you like to request the SobreMesa Café to be open during your event? Yes / No. (Contact Gemma Benjamin at gpsbenjamin@gmail.com )

**PROMOTION/MARKETING:** (*Contact Maria Arias with any questions at 407-868-1944.)*

Do you need your event promoted in the newsletter, graphic slides, handout, etc.? Yes / No.

Promotion Summary (REQUIRED): An idea of what you want written in the newsletter, handout, etc.

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**TECHNOLOGY REQUESTS:** (Contact Steven DeCanio at 352-285-9506 with any questions.)

\_\_\_\_\_Microphones Needed? Yes / No Type: Handheld / Headset.

\_\_\_\_\_ Do you have a media presentation (PowerPoint, Slide, DVD, Video)? Yes / No

\_\_\_\_\_ Other request: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Revised: April 9, 2025*