 **Event Request Form**

Please submit the request form at least **2 weeks** prior to the event.

**Name of Event:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Event Dates:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 From  To

**Event Times:** \_\_\_\_\_\_\_\_\_\_\_\_ - \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ - \_\_\_\_\_\_\_\_\_\_\_\_ **Day of Week:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Setup Time  Start Time of event End Time of Event   Tear Down Time

**Room(s) Requested:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Is the Event Repeating:**  Yes or No H**ow often?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contact Name/Phone/Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

  Name Phone

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Email Address

**Today’s Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Estimated Number of Participants:** \_\_\_\_\_\_\_\_\_

**Event Promotion Summary (Required):** (*An idea of what you want written on the newsletter, loop slides, handout, etc…)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Registration Detail: (Please fill out *only if you need online registration*)**

**Is Online Registration Needed:** Yes or No

**Dates for Registration:** \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

  Start End

**Event Registration Cost per person:** $\_\_\_\_\_\_\_\_ **Name of Ministry Fund** (Finance Manager can help): \_\_\_\_\_\_\_\_\_\_\_\_

**Comments:**

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***\*For Office Use Only:***

**\_\_\_\_\_Pastor Approval \_\_\_\_\_Tech \_\_\_\_\_Office Manager**

**\_\_\_\_\_Communications \_\_\_\_\_Connection \_\_\_\_\_Facility Manager**

**\_\_\_\_\_Director of Worship**

**Room(s) Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Marketing Your Event**

**Sample Areas of Where Your Event Can Be Featured:**

Maria Arias (marias@lakedeatonumc.com text or call, 407-868-1944

**\_\_\_\_\_LD Happenings (Monthly Newsletter)**

**\_\_\_\_\_Website Signup (Upcoming Event Page)**

Steven DeCanio (sdecanio@lakedeatonumc.com)

**\_\_\_\_\_Slide Loop Before Worship**

**\_\_\_\_\_Announcement Video**

Cindy Gardner (cgardner@lakedeatonumc.com)

**\_\_\_\_\_Weekend Handout**

**Technology Requests**

Please set up an appointment with Steven DeCanio (sdecanio@lakedeatonumc.com), Technology Specialist, if any technology is needed for your event.

**Please check what is needed:**

**\_\_\_\_\_Microphones**

**\_\_\_\_\_Camera**

**\_\_\_\_\_Slideshow**

**\_\_\_\_\_Streaming Live (CLC Only)**

**\_\_\_\_\_Recording (CLC Only)**

Contact Rick Elliott (relliot@lakedeatonumc.com) for any Stage Requests.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Promotion Dates: \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_**

 **Start End**