# Word of Life Church Event Planning Form

This document is to serve as a planning/reservation request form for conducting special events for individuals and/or groups associated with Word of Life Church. This form should be submitted to the church office or online at least 2 months prior to the planned/requested event. You will be contacted within 2 weeks after submission for additional information or approval/denial.

Name of Event

Request - Event Date (Month, day, year)

Preparation Start Time

Actual Event Start Time (When you expect attendees to arrive)

Actual Event End Time (When attendees will be gone and cleanup will begin)

Clean Up End Time (When you expect everyone to be out of the building)

Event Association Type:

[ ]  Church Committee

[ ]  Church Member

[ ]  External Organization - Civic

[ ]  External Organization - Ministry

[ ]  Non-Member Affiliate

Event Contact Info: (Provide at least 2)

Primary Contact Name, Phone Number and Email address

Secondary Contact Name, Phone Number and Email address

Additional Contact Name, Phone Number and Email address

Event Information:

Type of Event

[ ]  Ministry Outreach\*

[ ]  External Organization - Civic

[ ]  Family Party

[ ]  Funeral

[ ]  Wedding

Estimated Attendance:

[ ]  1 - 25

[ ]  26 - 50

[ ]  50 - 100

[ ]  Over 100

Facilities Requested:

\*(Members - $20 per room, $40 maximum. Affiliates - $30 per room, $60 maximum)

[ ]  Blue Room

[ ]  Fellowship Hall

[ ]  Green Room/Café

[ ]  Kitchen

[ ]  Nursery

[ ]  Sanctuary

[ ]  Youth Room

[ ]  Other...

Services Requested:

\*($20 per hour per Service Requested)

[ ]  Building Superintendent (Lock/Unlock, oversee event) – *Need determined based on event*

[ ]  Custodial Services – *Need determined based on event*

[ ]  Music accompaniment (Soloist, pianist, etc) –List specific requests

[ ]  Pastoral

[ ]  Setup/Take down tables/chairs

[ ]  Sound

[ ]  Other

[ ]  No Services Needed

Additional notes/questions:

Event Wrap Up Checklist:

Building Superintendent comments after clean up. Refer to Building Cleaning/Security Requirements check list.

\*Prices listed for non-church ministry events