



**EVENT, RESOURCE, AND ADVERTISING REQUEST FORM**

Please complete this form if you are looking to host a ministry related event our warehouse, use resources for a ministry event, and/or if you would like to advertise a ministry event. Please complete each question, even if your answer is N/A. For any questions in completing this form, feel free to contact the church office.

Ministry Involved \_\_\_\_\_

How does this event fit in our strategy? (Please circle) Connect / Grow / Serve

Name of the Event \_\_\_\_\_

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

Location of the Event \_\_\_\_\_

If at the warehouse, time the warehouse is reserved

From \_\_\_\_\_ To \_\_\_\_\_

Who is planning to unlock the warehouse or pick up the resources?

Who will be cleaning/returning all supplies and resources following the event?

Time event begins \_\_\_\_\_ Time event ends \_\_\_\_\_

Contact Person for Event \_\_\_\_\_

Phone Number \_\_\_\_\_ E-Mail \_\_\_\_\_

CCWC Resources Needed/Being Used:

- Tables: We currently have one 8-foot table, two 6-foot tables, and two 4-foot tables (Size \_\_\_\_\_, Quantity \_\_\_\_\_)
- Chairs (Quantity \_\_\_\_\_)
- Sound System
- Video Projection
- Other, please specify \_\_\_\_\_

How are you planning to promote this event?

- E-Program
- D-Guide Announcements
- Connection Card RSVP
- Other \_\_\_\_\_
- Program
- Website

If you would like this info published, please write out how you would like the announcement to read. (Note that we reserve the right to edit this information.)

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

For Office Use Only	
Approved by: _____	Date: _____
Post Event Check Off: _____	Date: _____