

WORD OF GOD FELLOWSHIP EVENT REQUEST FORM

- Request must be submitted 90 days in advance of event.
- Enter deadlines in special instructions.
- PLEASE PRINT LEGIBLY OR TYPE

Type of Request: Announcement Event Website Meeting

Type of Request: Publication - *choose one* ➔ *Brochure *Flyer *Letter

Type of Request: Other (explain in detail)

Department: (Singles Alive, Marriage, Choir, etc.)

Date Submitted:

Contact Person/Phone/Email:

Date/Time of Event:

Announcement Date:

Note: If you are requesting to have your event announced on the video screen, you must submit this form to the Audio/Video Department 3 weeks prior to the date that you want the announcement to be viewed by the congregation.

Location:

Number of people expected:

Event Description:

Purpose of Request:

Please check the following serviced needed:

- Audio Visual Academy Hospitality Building Usage
 Nursery/Day Care Public Service Announcements Security Ushers
 Website Food Service Other

Please attach forms as required: (Power point presentations are required for all announcements that are to be displayed on the monitors.)

- Budget Plan Registration Form Schedule of Events and Activities
 Fee structure Photos, articles and/or special achievements Graphics/imagery (BW/Color)
 Additional attachments(CD/DVD/Zip/Other)

Special Instructions:

Requestor's Signature/Date:

Approved By/Date: