



Church of the Holy Apostles

Activity/Event Request Form

ACTIVITY/EVENT INFORMATION

PLEASE COMPLETE THE BELOW INFORMATION AND EMAIL DONNA MATTHEWS AT DONNA@HOLYPOSTLES.CC

Requested by:	Ministry:		
Event Contact:	How can we reach you? Phone:	Email:	
Description of activity/event:	Date and time of activity/event: <i>If this event has multiple dates or is recurring please list all dates or attach your schedule.</i>		
Facility needs:	What rooms/areas will be needed: What time do you need access to the building: What time will the doors need to be relocked:		
Resource needs:	Will you need help with room set up (describe): Will you need audio/visual equipment (describe): Will you need childcare (describe):		
Communication/Media needs: <i>Please note that we will need your activity/event written up or at least an outline of the event and particulars. Graphics are also appreciated. Please attach the information with this request.</i>	Bulletin <input type="checkbox"/> <i>Due end of day Monday</i>	Website <input type="checkbox"/> <i>Arrange with office</i>	
	Regular eNews <input type="checkbox"/> <i>Due end of day Wednesday</i>	Special eNews <input type="checkbox"/> <i>Arrange with office</i>	Group eNews <input type="checkbox"/> <i>Arrange with office</i>
	Service announce <input type="checkbox"/> <i>Arrange with office</i>	Scroll announce <input type="checkbox"/> <i>Arrange with office</i>	Mail Out <input type="checkbox"/> <i>Arrange with office</i>
Will you need participation sign-up:	Website: <input type="checkbox"/>	Begin date: <input type="checkbox"/>	End date: <input type="checkbox"/>
	Table in foyer: <input type="checkbox"/>	Begin date: <input type="checkbox"/>	End date: <input type="checkbox"/>
	Other <input type="checkbox"/>		
Will you be collecting money (describe): <i>It is your responsibility to keep an exact record of all money received, who has paid, and the total amount submitted. Place receipts in the safe as often as possible and clearly mark them for the event. The accountant will keep track of the total amount submitted for reporting purposes. If your event requires payment to a vendor, submit a Check Request Form (available in the church office) to the accountant's mailbox in the office to request a check. Be sure to put complete information on this form, so we know what to do with the check.</i>	Cash/checks <input type="checkbox"/>	Website <input type="checkbox"/>	Credit card (at event time) <input type="checkbox"/>
<i>If you must pay a deposit, or purchase tickets in advance, or purchase other items prior to collecting money from participants - the utmost caution is to be urged! You can only do so with permission of the staff member over the ministry.</i>			

ACTIVITY/EVENT REVIEW

AFTER EVENT IS OVER AND DONE - Be sure to obtain an EVENT SUMMARY FORM and complete it, so other leaders know how things went and how we can improve things for next time around. It will help other leaders planning future events.

FOR OFFICE USE:

Church approval:	Staff Member:	Calendar approval:	Budget approval:
Departments:	Administrative / Accounting Master Calendar Facility arrangements Web Registration (with or without payment) Security/Air	Communications Graphics Bulletin Webpage updated/created Regular eNews Special eNews Mail Out	Media Pre-service announcement Scrolling announcement Ministry Support Audio/visual Childcare
Outside Groups:	Building Use Agreement Facility Use Payment	Other	