



EVENT REQUEST FORM

STEPS

- Complete in full and submit **at least 3 weeks prior** to the Sunday before the event if promotion required, but **no less than 10 days prior to event** by clicking the Send by E-mail button above or by clicking the Print button and delivering to the church. Status: Approval pending.
- Received by Glenn Colucci, Facilities (703) 729-5100, Ext. 113, gcolucci@ecrossroadsumc.org
- Approval by the Lead Staff member overseeing area of ministry is required if event is new or requires special attention.
- Notification of any necessary adjustments and final approval usually granted within 7-10 days.
- **Keep a copy of this form for your planning purposes.**

Today's Date: _____

Event Title: _____ Event Date: _____

Recurring Event New Event (refer to Mobilization section)

Start Time: _____ am pm End Time: _____ am pm

Pre-/Post-Event Room Set Up: _____ am pm -- _____ am pm

Point/Team Lead: _____

Purpose/Brief Description of Event: _____

Your Name: _____ Primary Event Contact (if different): _____

Contact's Phone: _____ Contact's Email: _____

If this event involves ministries or teams other than Communications and Administration, coordination may be necessary. List other ministries impacted by this event i.e. A/V Tech Teams or Facilities/Maintenance etc.:

For Office Use Only:
 Event Approved: Yes No If No, reason: _____

MOBILIZATION

If this is a **new ministry**, has it been approved by Lead Staff member overseeing ministry?: Yes No

If **teaching** is part of event, please describe content and/or curriculum: _____

Has curriculum been discussed with Adult Spiritual Formation Team?: Yes No

If "No," contact Discipleship Director, Cathy Norman at (703) 729-5100, EXT 115

ADMIN

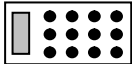
Requesting assistance or scheduling time to use **office equipment** such as the copier, folding machine, or heavy-duty cutter requires advance notice. Office staff can help with instructions and training for any team. Contact Pat Traylor: (703) 729-5100 EXT 110 to schedule

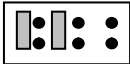
Requesting use of copy machines and other equipment, or services such as mailings, copying, stuffing, folding, mail preparation and jobs over 75 pieces will require your ministry team's support.

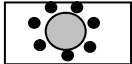
FACILITIES

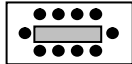
How many people do you expect to attend? _____ Your room preference? _____

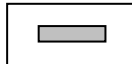
Options for set-ups by servants:



 Theater


 Classroom


 Rounds


 Conference


 Reception


 U-Shape

AV Needs: TV VCR DVD Player White Board Flip Chart Sound Tech (see Sound & Media, and Lighting section) **Note:** A Tech Request does not guarantee Tech Team availability.

SOUND, MEDIA, & LIGHTING

Since all our technical personnel are unpaid servants we cannot guarantee that all your requests can be satisfied. You must secure technical support before promoting your team's event. Classes/events will need to provide their own servant, to be trained by Technical Ministries, to support your event. This form is to assess your technical needs and assist in the successful planning of your event. **NOTE:** Program outline and material due one week prior to event.

SOUND

Instruments? Yes No

If yes, what kind: _____

Vocalists? Yes No

If yes, how many microphones: _____

Speakers? Yes No

How many? _____

Can they share a microphone or do they need different microphones? Share Different

CD Music? Yes No

If yes, will it be a purchased professional CD or homemade burned CD? Purchased Homemade

NOTE: It is always good to test CD audio ahead of time.

Rehearsal? Yes No

Date & Time: _____

Any additional information about sound? _____

MEDIA

Media Presentation? Yes No

What format is it in? (check all that apply) PowerPoint DVD VHS MPEG AVI Other

Any additional information about media? _____

Date we will receive media by: _____

LIGHTING

Any special lighting needs? _____

Date the program outline will be completed: _____

Office Use Only:

Servant scheduled: _____

Training Date: _____

CONNECTIONS

To align with our mission to introduce people to Jesus, grow together and then go change the world in Jesus' name, we need to keep track of who is involved in events/classes and ministries. We ask that you lead into this important administrative function that is so important to loving people well. We can measure our effectiveness in promoting and connecting people to these classes/events.

SIGN-UPS

The database administrator will assign you an Access ACS password after you sign-on. This will enable you to communicate with your class/event participants who are responding through the Crossroads promotional outlets such as the Worship Guide, online sign-ups, etc. We ask that you send them a welcome email as they sign up and instructions or updates about your class/event as it approaches. Please cc: Susie Howard at choward@ecrossroadsumc.org in these communications so we know that the list is updated.

ATTENDANCE

You may print out your own attendance roster through Access ACS (drop down menu: "I want to...print directory"). Please put a check mark beside the directory to see if personal information is correct in ACS and to record attendance by putting a check mark by every name. Please complete this and put in Susie Howard's mail box in the main office after your event is over. We will compile this information to evaluate who shows up for the class/event.