



Event Request Worksheet

Please fill out and return to the Board of Trustees (BOT) liaison and Board of Stewardship (BOS), keeping a copy for your records. **If the event is a seminar, retreat, or fundraiser, submit this sheet to BOS 90 days before the event, and a follow-up should be submitted with actual expenses and income within 30 days of the close of the event.** Forms may be dropped off at the church office, or faxed (836-3724) Questions? Contact the church office at 836-6270.

EVENT INFORMATION			
TODAY'S DATE:			
NAME OF EVENT:			
PURPOSE OF EVENT: (CIRCLE ONE) FUNDRAISER FELLOWSHIP SERVICE/EDUC. OUTREACH EMERG. RELIEF OTHER:			
SPONSOR (GROUP HOSTING/RUNNING THE EVENT):			
PROPOSED DATE(S) OF EVENT:		HAS THIS DATE BEEN APPROVED ON THE MAIN CALENDAR? YES NO	
IS THIS A RECURRING EVENT? YES NO		IF YES, HOW OFTEN?	
LOCATION:			
DOES THIS EVENT REQUIRE INTERNAL AND/OR EXTERNAL PUBLICITY? YES NO			
CONTACT NAME:	E-MAIL:	PHONE:	
CONTACT NAME:	E-MAIL:	PHONE:	
CONTACT NAME:	E-MAIL:	PHONE:	

FACILITY			
ROOMS/FACILITIES NEEDED:			
TIME OF SET-UP:	EVENT START TIME:	ENDING TIME:	
ANTICIPATED ATTENDANCE:			
SPECIAL SET-UP NEEDED? YES NO (IF YES, PLEASE SKETCH BELOW)			
EQUIPMENT NEEDED: (PLEASE CIRCLE ALL THAT APPLY)			
# OF ROUND TABLES:	# OF LONG TABLES:	# OF CHAIRS:	USE OF KITCHEN/LUNCHRM
COMPUTER PROJECTOR	SCREEN	PODIUM	MICROPHONE
COFFEE	TV ON CART	DVD PLAYER OR VCR	USE OF STAGE
BIBLES	PIANO	EXT. CORD(S)	# OF CARTS:
EASELS	SPORTS EQUIP.:	GRILL	CASH REGISTER
CANOPY	PICNIC TABLES	GARAGE	OTHER:

GYM/ROOM/AREA LAYOUT:

EVENT NAME:

EVENT PLANS			
EXPECTED EXPENSES:	TYPE OF EXPENSE	ESTIM. \$ AMOUNT	ACTUAL \$ AMOUNT
_____ (CHECK HERE, IF EXPENSES ON ATTACHED SHEET)		ESTIM. TOTAL: \$	ACTUAL TOTAL: \$
VOLUNTEERS:		NUMBER OF VOLUNTEERS NEEDED:	SOURCE OF VOLUNTEERS:
EXPECTED INCOME:	TYPE OF INCOME	ESTIM. \$ AMOUNT	ACTUAL \$ AMOUNT
_____ (CHECK HERE, IF INCOME ON ATTACHED SHEET)		ESTIM. TOTAL: \$	ACTUAL TOTAL: \$
		ESTIM. NET (INCOME-EXP.): \$	ACTUAL NET: \$
PLANS FOR FUNDS RAISED: (IF APPLICABLE; FUNDS MAY BE LABELED "UNDESIGNATED.")			

Space below for BOS & BOT only

BOARD COMMENTS			
APPROVED? YES	NO	By:	DATE:
THRIVENT PROJECT CANDIDATE?	YES	NO	
NOTES/REVISIONS			