



ST. PAUL'S

LUTHERAN CHURCH & SCHOOL



Event Request Worksheet

This form needs to be filled out and returned to the Church Office *30 days before* for seminars, retreats, or fundraisers, and *2 weeks* in advance for meetings, remember to keep a copy for your records. * Please state a reason why, for any requests that are made on short notice. Forms may be dropped off in the church office or emailed to churchoffice@stplmunster.com *ALL fundraisers must be approved by the Board of Stewardship before being placed on the calendar.

EVENT INFORMATION

Today's Date:	*Date of Event:
Name of Event:	Start & End time:
SPONSOR (Group hosting event):	* Date needed to be approved by:
Purpose of Event: FELLOWSHIP SERVICE/EDUCATIONAL OUTREACH *FUNDRAISER for :	OTHER:
Contact Person:	Phone/Email

BUILDING INFORMATION

Room Requested:	Anticipated Attendance:		
Special Set Up Needed (Diagram on reverse side)	Equipment Needed (Please circle ALL that apply)		
# OF ROUND TABLES	# OF LONG TABLES	# OF CHAIRS	USE OF KITCHEN (small or large)
COMPUTER PROJECTOR	SCREEN	PODIUM	MICROPHONE
BIBLES	PIANO	EXT. CORDS	CARTS #
EASELS	GRILL	CANOPY	Cups
Plates (6 inch or 10 inch)	Bowls	Forks, Knives, Spoons	Napkins

FUNDRAISER INFORMATION

Expected expenses:	Estimated \$ Amount	Actual \$ Amount
Expected Income:	Estimated \$ Amount	Actual \$ Amount

Name and contact information of person unlocking & locking building before and after event:

Before _____ After _____

APPROVED

OFFICE USE: BOARD OF STEWARDSHIP _____ MAINTENANCE _____ ONLINE CALENDAR _____