



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.

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):	Purpose of Event: *if FUNDRAISER please fill backside
Contact Person:	Phone/Email
Included in annual budget: Yes/No	Other:

BUILDING INFORMATION

Room Requested:	Anticipated Attendance:		
Special Set Up Needed (please use back of sheet)	Equipment Needed (Please select 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

PUBLICITY REQUESTED

Graphic Design Needed: Yes/No	Publicity (Before/After) Needed: Yes/No	
Please select all that apply:	Please select all that apply:	
LOGO DESIGNED	WEBSITE	X (TWITTER)
FLYER 8 1/2 X 11	CHURCH BLUE NOTES/EMAILS	EXTERNAL PUBLICITY—ADVERTISING
INVITATION	BUILDING MONITORS	OTHER
MONITOR GRAPHIC	OUTDOOR LIGHTED MARQUEE	
SOCIAL MEDIA GRAPHIC	FACEBOOK/INSTAGRAM	

Office Use Only

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

Before _____ After _____

_____ BD OF STEWARDSHIP _____ MAINTENANCE _____ PUBLICITY _____ ONLINE CALENDAR

FUNDRAISER INFORMATION

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

Other fundraiser Information:

Special set up diagram :