

VILLAGE BIBLE CHURCH
EMC - EVENT / MEETING / COMMUNICATION FORM

PLEASE RETURN THIS FORM TO ADMIN. ASSISTANT

Initial Submission
Further Information
Change # _____

1

Today's Date: _____	Form Submitted by: _____
Name of Event: _____	Phone # _____
Date of Event: _____	Email Address _____
Time of Event: _____	Ministry Team Represented: _____
 <u>I would like to:</u> (fill out appropriate section below)	
<input type="checkbox"/> Schedule an event/meeting on the calendar	<input type="checkbox"/> Submit Communication request
<input type="checkbox"/> Submit a Sunday bulletin announcement	<input type="checkbox"/> Reserve a room (# of people _____)
	<input type="checkbox"/> Request a <i>Moment for Missions</i>

2

SPEAKER PRESENTER INFORMATION

Please attached a brief paragraph with bio information

For : Moment For Missions Ministry Spotlight Other

Name _____ Phone: Cell _____ Work _____

Email _____

3

FACILITY NEEDS

Sanctuary Upstairs Loft/Classrooms Fellowship Hall Lobby Classroom(s) ___ #/people

Parlor Prayer Room Nursery Kitchen Other

Need Building Key Date Checked out _____ Checked out by _____ Date Returned _____

Who, from your group, will be locking up the building after your event: _____

4

COMMUNICATION (All information should be provided by submitting party.)

Please attach a paper copy and email an electronic copy to vbchurch@sbcglobal.net

Mass e-mail (date to be sent _____) Bulletin Announcement (dates to print _____, _____)

Bulletin Insert (date inserted _____) Village Voice (date to print by _____)

Website announcement (date to be posted _____) Prayer Sheet announcement

Newsletter Article [Article submission by 15th of month before _____ (insert month)]

Video Presentation (Must be Media Ready and provided at least 2 weeks in advance.)

Video Recording & Production (You will be contacted prior to date of event.)

Two-sentence announcement for Bulletin/Prayer Sheet: _____

5

DISPLAY TABLE FOR FOYER

Date(s) of Display _____ (Display tables are 6 ft long.)

Display will be "manned" by _____

Display set up by person(s) phone _____ email _____

Will products be marketed (tickets, CDs, books, etc.) Type of product _____

Will money be received: Yes No

Instructions for reservations/sales made by office during work week : _____

I understand that it is my responsibility to have the contents removed/stored so that the display can be taken down in a timely manner.

