## **VILLAGE BIBLE CHURCH**

## **EMC** - EVENT / MEETING / COMMUNICATION FORM

PLEASE RETURN THIS FORM TO ADMIN. ASSISTANT

Initial Submission

Further Information

Change # \_\_\_\_\_

	Today's Date: Form	Submitted by:				
	Name of Event: Phone	e#				
4		Address				
T		try Team Represented:				
	Schedule an event/meeting on the calendar Re	ubmit Communcation request eserve a room (# of people) equest a <i>Moment for Missions</i>				
	SPEAKER PRESENTER INFO	DRMATION				
2	Please attached a brief paragraph with bio information  For:Moment For MissionsMinistry SpotlightOther  Name Phone: CellWork  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 Please attach a paper copy and email an electronic copy to vbcchurch@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.) Need a tablecloth? Yes No  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 contaken down in a timely manner.	tents removed/stored so that the display can be				

	Moments For Missions				
6	AM Worship Service Requested by (Mission Team Member):		Date for speaker		
_		Ministry Spotlight Anno			
/	Date Event/spotlight will be on (subject)  I was given a copy of the Ministry Spotlight preparation guidelines.				
	EQUIPMENT/PERSONNEL				
	Mechanical  Bldg. Open/Close  Ushers		Audio Visual Location Lower Sanctuary	<u>Kitchen</u>	
2	Heat/Air Piano	Overhead Projector	Upstairs Loft	Dinner/ Silverware	
	Outside LightsOrgan Inside Lights	Podium Podium w/Mic	Off Campus  Audio Visual Needs		
	Tables	Laptop/Projector/ Screen	Sound Video/Projection	_ Food Warmers	
		Jercen	Elmo (Opaque	_ Steam Table	
			Projector)		
q	Nursery Care? Child Care: Infant	Λαος	# of Kids		
	italisery care: clina care: illiant	Ages	# UI KIUS		
		er Ages			
	Yes No Toddle	er Ages	# of Kids	_	
	Yes No Toddle	er Ages	# of Kids	_	
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LO	Yes No Toddle	er Ages	# of Kids	_	
LO	Yes No Toddle	er Ages	# of Kids	_	
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LO	Yes No Toddle	er Ages	# of Kids	_	
LO	Yes No Toddle	er Ages	# of Kids	_	
LO	Yes No Toddle	er Ages	# of Kids	_	
LO	Yes No Toddle  PLEASE P  Set-Up Diagram: Incli	PROVIDE A DRAWING OF ude # of Chairs, People &	# of Kids	tc.	
LO	PLEASE P Set-Up Diagram: Inclu  FOR OFFICE USE ONLY  Approval of EMC Request	PROVIDE A DRAWING OF ude # of Chairs, People &	REQUESTED SETUP Tables: Location of Podium e	_	
LO	Yes No Toddle  PLEASE F Set-Up Diagram: Inclu  FOR OFFICE USE ONLY	Authorization  Ages  Authorization  er conflicts are resolved	REQUESTED SETUP  Tables: Location of Podium e	tc.	