

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: _____
 I would like to: (fill out appropriate section below)	
____ Schedule an event/meeting on the calendar	____ Submit Communcation request
____ Submit a Sunday bulletin announcement	____ Reserve a room (# of people _____)
	____ 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.) 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 contents removed/stored so that the display can be taken down in a timely manner.

