

**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: _____
 <b>I would like to:</b> (fill out appropriate section below)	
<input type="checkbox"/> Schedule an event/meeting on the calendar	<input type="checkbox"/> Submit Communcation 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 barbi@vbchsv.org

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.) **Date Requested** \_\_\_\_\_

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.

