

- ◆ Requests are scheduled up to a year at a time and are reviewed by the Staff to ensure alignment with FPC's mission and the Church's master calendar. You will be notified in a timely fashion as to whether or not your event is approved.
- ◆ Wedding Requests are scheduled through one of our wedding coordinators, 426.7421 x111.
- ◆ Bulletin/Newsletter Announcements submissions go to Luci Foltz, lfoltz@firstpres-fw.org, or call 260.426.7421 x 113.
- ◆ Food requests will be handled by Sondra Mergenthal, Food Service Coordinator.

## EVENT REQUEST

- ◆ TODAY'S DATE: \_\_\_ / \_\_\_ / \_\_\_
- ◆ SUBMITTED BY: \_\_\_\_\_
- ◆ **Type of Request** *(Check those that apply):*
  - Adding to existing request
  - Change to existing request\*
  - Food Coordinator request (see back side)
  - New request
  - Van request (see back side)
- \* *Original Event, Date(s) and Time:* \_\_\_\_\_  
\_\_\_\_\_
- ◆ NAME OF EVENT *(will be used for all Publications):* \_\_\_\_\_
- ◆ PERSON IN CHARGE: \_\_\_\_\_ ◆ CONTACT NUMBER: \_\_\_ - \_\_\_ - \_\_\_\_\_
- ◆ HOSTING MINISTRY: \_\_\_\_\_ ◆ CHURCH GROUP EVENT?:  YES  NO
- ◆ EVENT DATE: \_\_\_ / \_\_\_ / \_\_\_ TO \_\_\_ / \_\_\_ / \_\_\_ ◆ EVENT TIME: \_\_\_:\_\_\_ pm TO \_\_\_:\_\_\_ pm  
am am
- ◆ RECURRING EVENT? *(Check One):*
  - Daily
  - Weekly
  - Bi-weekly
  - Monthly *(1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> or 5<sup>th</sup>)* DAY OF WEEK \_\_\_\_\_
- IF RECURRING DATES VARY, PLEASE SPECIFY DATE(S):* \_\_\_\_\_
- ◆ SETUP DATE & TIME: \_\_\_\_\_ ◆ CONTACT & NUMBER: \_\_\_\_\_
- ◆ TEAR DOWN DATE & TIME: \_\_\_\_\_ ◆ CONTACT & NUMBER: \_\_\_\_\_
- ◆ LOCATION PREFERENCE: \_\_\_\_\_
- ◆ # OF PARTICIPATES: \_\_\_\_\_
- ◆ CHILD CARE NEEDED?:  YES  NO ◆ ESTIMATED # OF CHILDREN: \_\_\_\_\_

*(see reverse side)*



# FACILITY & FOOD COORDINATOR REQUEST

Kitchen Needs:  *Meal*     *Coffee Cart*     *Water Cart*

Layout style preference:  *Banquet*     *Classroom Conference*     *U-shape*     *Theater*

Equipment (*include qty.*):

_____ CD player	_____ Film Screen	_____ Reservation Sheet for
_____ Chair	_____ Microphone	Reservation Book in Church Office
_____ Computer	_____ Podium	
_____ DVD player	_____ Power Point Projector	<i>Other:</i>
_____ Extension cord	_____ Table - rectangle	_____
_____ Flip Chart	_____ Table - round	_____
_____ Film Projector		

## ADDITIONAL SET-UP INFORMATION

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### VAN REQUEST

***NOTE:*** a 'Drivers Form' must be completed and approval received before using Van.  
Please allow 24-48 hours for confirmation. Driver Forms are available in Church Office

(*check all that apply*):     *7-passenger*     *12-passenger*

**Preferred Pick up:** Date \_\_\_/\_\_\_/\_\_\_    **Time** \_\_\_:\_\_\_ am/pm

**Preferred Return Date:** \_\_\_/\_\_\_/\_\_\_    **Time** \_\_\_:\_\_\_ am/pm

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#### *(OFFICE USE ONLY)*

APPROVED by Staff

NOT APPROVED    REASON: \_\_\_\_\_

DATE ENTERED ON CHURCH CALENDAR: \_\_\_/\_\_\_/\_\_\_

ENTERED BY: \_\_\_\_\_