



# SPC Ministry Event Planning Form

To help guarantee your space booking and success of the upcoming event, please complete all applicable items below. You may either print this form and deliver it to the Church office **or** complete it on your computer, save it and email it to [spchurch@pei.aibn.com](mailto:spchurch@pei.aibn.com). This latter process will also allow you to print a copy for your records. Please ensure that your request reaches the Church Administrator a minimum of ten (10) days prior to your event. Thank you.

**You will be notified when your request is approved.**

Office Use Only

Received By: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

Ministry:	Date of this Request: _____	Date of First Event: _____
Contact Person:	Home Phone: _____	
Email:	Cell Phone: _____	
Title of Event:	Event Date: _____ <b>If multiple events are requested for the same weekday and time- check here</b> <input type="checkbox"/> Expected No. of Participants: _____	Begin Time: _____ End Time: _____
<b>Type of Event:</b> Fundraiser <input type="checkbox"/> Training <input type="checkbox"/> Outreach <input type="checkbox"/> Fellowship <input type="checkbox"/> Social Event <input type="checkbox"/> Meeting <input type="checkbox"/> <b>Other: (Please Explain)</b> _____		

## Information Sharing

I would like information about this event shared as follows: (Check 1 or more)

Bulletin  Website  Sunday Service Announcement  Other Churches  Newspaper

Instructions: To promote your event please attach a write-up to this document. You may make brief notes here.

## Facility

Person opening the church and turning on heat/lights on the day of the event:	Time Church will be opened:	Person locking the church and resetting heat/lights:	Time church will be closed:
<b>Area(s) Requested:</b> If multiple bookings, then check here if you will always want to use the space requested below: <input type="checkbox"/> Sanctuary <input type="checkbox"/> Gathering Room <input type="checkbox"/> Fellowship Hall <input type="checkbox"/> Kitchen <input type="checkbox"/> Classroom A <input type="checkbox"/> Choir Room <input type="checkbox"/> Classroom B <input type="checkbox"/> Classroom C <input type="checkbox"/> Foyer <input type="checkbox"/> Other _____			
<b>Seating Arrangements Requested:</b> Tables: Rectangular: # _____ Plastic Chairs: # _____ Padded Chairs: # _____ # seats per table _____			

## Custodial (Complete this section if the Custodian is required to do the setup/take down)

Copy given to Custodian

Setup Required: Day/Time _____	Day/Time you require the room/facility to be available _____
Take down required: Day/Time _____	
Other Instructions: _____	

# Tech Support/Music

Copy given to Tech Support

**The use of Sanctuary A/V requires that Tech Operators are on hand for the event and any preliminaries.**

**Requirements:**

Microphones: # \_\_\_\_\_ System Connections (i.e. Amp'ed Guitar): # \_\_\_\_\_ Church Laptop  Overhead  
 Projection  Podium  DVD Player  CD Player  Piano  Music Stand: # \_\_\_\_\_

**Note:** If you have selected PIANO, please provide the following information.

Who will use the instrument? \_\_\_\_\_ Contact Number \_\_\_\_\_

Please describe any special requirements not listed above:

If **you** plan to operate the A/V equipment for your event, will you require pre-event instruction?

Yes  No

**Special: Events** held in the Sanctuary can be audio recorded. Do you wish to have a recording made?

Yes  No  If yes, what format do you wish. MP3 on flash drive  MP3 on CD

**It is recommended that after your event has been approved you meet with the A/V Tech person to work out specific details.**

## Special Request(s) not listed above:

If multiple events are requested, please indicate the event dates:

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**OFFICE USE:**

Who requires a copy of this form: \_\_\_\_\_  \_\_\_\_\_

\_\_\_\_\_  \_\_\_\_\_

### Office Use (Event Assignments)

Task	Person Assigned	Contact	✓	Hours