



COMMUNICATIONS / EVENT FORM

Ministry Events

Submit this completed form 30 days prior to event to the church office or email to office@valleymillscc.org

Submit a completed FACILITY SET-UP REQUEST FORM 7 days prior to event if tables/chairs set-up required.

PLEASE NOTE:

Deadline for consideration of inclusion in the weekly Sunday Bulletin and weekly Enews is Tuesday, 9 AM.

Today's Date: \_\_\_\_\_

Event Name/Project/Initiative: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Online or Paper Sign-up Form Required? check all that apply: \_\_\_ Online Sign-Up \_\_\_ Paper Sign-Up

ACCESS TO BUILDING NEEDED OUTSIDE NORMAL CHURCH OFFICE HOURS? Circle One: Yes No

Table with 4 columns: Set-up Time Begins, Event Start Time, Event End Time, Room(s) / Area Requested

Description/Details of Event: Description of the event and the "why" behind this event (how this event aligns with our VMCC mission/vision) -- include info. to appear in publications (examples include: registration info./dates, cost, childcare info., who to contact with questions.) Attach additional documents if necessary.

Blank lines for event description details.

Equipment Options: Note: All Audio/Visual Need Requests must be made at least 7 days prior to event.

CHECK ALL OPTIONS NEEDED:

Audio/Visual: (see note above)

Projector/Screen

Sound System

DVD/Video

Kitchen Access (who will oversee use? \_\_\_\_\_)

Tables & Chairs (Submit Facility Set-Up Request Form)

Rod/Drape

Other (please explain: \_\_\_\_\_)

FOR OFFICE USE ONLY:

ADDED TO INTERNAL CHURCH GMAIL CALENDAR: \_\_\_\_\_ (date/initial) Circle One: Tentative OR Confirmed

ACCESS TO BUILDING NEEDED AFTER CHURCH OFFICE HOURS? \_\_\_ WHO UNLOCK & LOCK DOORS? (Name/Ph. #) \_\_\_\_\_

REVIEWED POSSIBLE COMMUNICATION TOOLS TO PROMOTE EVENT WITH REQUESTOR? \_\_\_\_\_ (date/initial)