Activity/Announcement Request

LIFE Church Assembly of God

THIS FORM IS BEING USED AS

Activity Event Form? ☐ Yes ☐ No
Bulletin Announcement Form? ☐ Yes ☐ No
Video Announcement Form? ☐ Yes ☐ No

INFORMATION

Name of: _____
Date(s) of: _____
_____
Start Time: _____   End Time: _____
Original Request: ☐   Revised Request: ☐
Requestor's Name: _____
Contact Person: _____
Contact Phone: _____
Ministry: _____
# of People expected to attend: _____

LOCATION DESCRIPTION

On Campus: ☐   Off Campus: ☐

Rooms Requested

Sanctuary: ☐   FLC: ☐
Bailey Hall: ☐   Rm. 207-208: ☐
Kitchen: ☐   Prayer Room: ☐
Rm. 203: ☐   Rm. 204: ☐
Other: _____

TRANSPORTATION

Transportation Needed?   ☐ Yes   ☐ No
What Vehicle: ☐ Bus   ☐ Van 1   ☐ Van 2
Driver(s): _____
_____

MAINTENANCE ASSISTANCE

Set up details: (For additional space use back of form)

_____
_____

Need Building: Opened: ☐   Closed: ☐
Need Tables: Round: ☐   Long: ☐
How Many Tables: _____

CHILD CARE ASSISTANCE

Child Care Needed?   ☐ Yes   ☐ No
Ages: ☐ 0 - 5 years   ☐ 6 - 12 years
How Many: _____

MEDIA ASSISTANCE

Equipment is not to be altered or moved. Only approved volunteers are authorized to run media.

Microphone: ☐ Yes   ☐ No
PowerPoint: ☐ Yes   ☐ No
DVD Projection: ☐ Yes   ☐ No
MP4 Video Projection: ☐ Yes   ☐ No
CD / Youtube Audio: ☐ Yes   ☐ No
Do you have a media volunteer: ☐ Yes   ☐ No
If yes, name of volunteer: _____

CHURCH BULLETIN / VIDEO ANNOUNCEMENT SECTION

Submit request by Mon. 4 pm for consideration for the following Sunday.

Bulletin Insert Only

Number of Sundays: ☐ -1   ☐ -2   ☐ -3
Dates: [_____] [_____] [_____]

Bulletin Announcement in "exact" words please:

Video Announcement Only

Number of Sundays: ☐ -1   ☐ -2   ☐ -3
Dates: [_____] [_____] [_____]

Video Announcement in "exact" words please:

Church personnel reserves the right to change verbiage for spacing and grammatical purposes.