

VICTORY LUTHERAN CHURCH — EVENT REQUEST FORM

Approved by _____ Date _____ (Victory Staff Only)

Name of Event _____ Day of Week _____

Event Purpose _____ Expected Attendance _____

Date(s) of Event _____ One Time _____ Bi-Weekly _____ Monthly _____
_____ Multiple Dates _____ Weekly for _____ weeks

Start Time _____ End Time _____ Event Location _____ 1st Choice

Setup Date _____ Setup Time _____ Event Location _____ 2nd Choice

Event Contact Person _____ Church Contact Person _____

Contact Phone Number _____ Church Contact Phone Number _____

HOW WOULD YOU LIKE TO PUBLICIZE YOUR EVENT? (2 weeks only)

_____ Weekly Email _____ Website _____ Slide _____ Newsletter for the month of _____

_____ Poster _____ Banner [Black & White 8-1/2 x 11 = \$.0075 each / Color 8-1/2 x 11 = \$.0475 each]

Which two weeks for display/sign-ups in Lobby? 1st week _____ 2nd week _____

FACILITIES AND CUSTODIAL SUPPORT

_____ Custodian Required Round Tables: # of _____ Chairs per Table # of _____

_____ Room Setup Required Rectangle Tables:

_____ Custodial Cleanup Required 6' x 18" # of _____ 8' x 18" # of _____

_____ Coffee _____ Decaf _____ Water 6' x 32" # of _____ 8' x 32" # of _____

_____ Other _____ Chairs per Table # of _____

Other Equipment Needed: _____ TV Remote _____ DVD Remote _____ HDMI Cable _____ Handheld Microphone

_____ White Board _____ Easel _____ Lectern _____ Other _____

Please provide detailed information for the room setup. INCLUDE a drawing with this form if possible.

Room diagrams available upon request.

Details: _____

*Form must be turned in and approved by Wednesday @ Noon
if requesting to be publicized for the upcoming weekend.

_____ Entered on Calendar

Updated 10/14/21