

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 week notice must be given)

____ Weekly Email ____ Website ____ Slide ____ Poster ____ Banner ____ Newsletter for the month of: _____

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

FACILITIES AND CUSTODIAL SUPPORT (*4 week notice must be given)

____ Custodian Required*
____ Room Setup Required*
____ Custodial Cleanup Required*
____ Coffee ____ Decaf ____ Water
____ Other _____

Rectangle Tables:	Skinny Tables:	Rounds:
8' x 32" # of _____	8' x 18" # of _____	8' # of _____
6' x 32" # of _____	6' x 18" # of _____	6' # of _____
# of Chairs per Table # of _____		

Other Equipment Needed: ____ TV Remote ____ DVD Remote ____ White Board ____ Easel ____ Lectern

Other: _____

A/V SUPPORT (2 week notice must be given)

____ HDMI Cable ____ Portable Microphone ____ ProPresenter Slides ____ Zoom Call Setup
____ Livestream/Recorded ____ Guest Speaker/Presentation/Musician Name: _____
Phone: _____ Email: _____

***Choosing these options may require an A/V Tech to be present and a fee may apply.

If A/V support is needed, contact Gio Begano for consultation. 480-830-5024 xt. 119 / gbegano@victorylutheran.com.

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

Room diagrams available upon request.

Additional Details: _____

____ Entered on Calendar

Updated 4/18/24