

# Abundant Life Assembly of God EVENT Request

Today's Date: \_\_\_\_\_  Add  Update  Change Date  Cancel

## Contact information

Director: \_\_\_\_\_ Ministry: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Day Phone: \_\_\_\_\_

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

**Deadline Date:** *This form must be completed and submitted 90 days in advance of the event.*

## Event Information

Event Name: \_\_\_\_\_ Desired Date(s): \_\_\_\_\_

Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Set Up Time: \_\_\_\_\_ Approximate Clean Up Complete Time: \_\_\_\_\_

Reoccurring Event When: \_\_\_\_\_

Location/Room(s) Requested: \_\_\_\_\_

Off-site *If checked, location:* \_\_\_\_\_

## Furniture Requested

Chairs/Qty. \_\_\_\_\_  Tables \_\_\_\_\_ Round \_\_\_\_\_ Rectangle

Podium  Other: \_\_\_\_\_

**Room Arrangement Description/Sketch on backside or 2<sup>nd</sup> page.**

Set up assistance requested (*assistance may not be available, therefore you may be responsible for all set up*)

## **Other Services:**

Kitchen Access

Nursery Access

\*Bulletin Information

Sound

Sound Tech

\*Graphic/Marketing Support

*\*Please complete  
Promotional  
Request form*

Event Objective:

## **OFFICE USE:**

Approved

Not Approved

Revision needed

Feedback: \_\_\_\_\_

## **Copies given:**

Office

Maintenance

Event Requestor/Contact

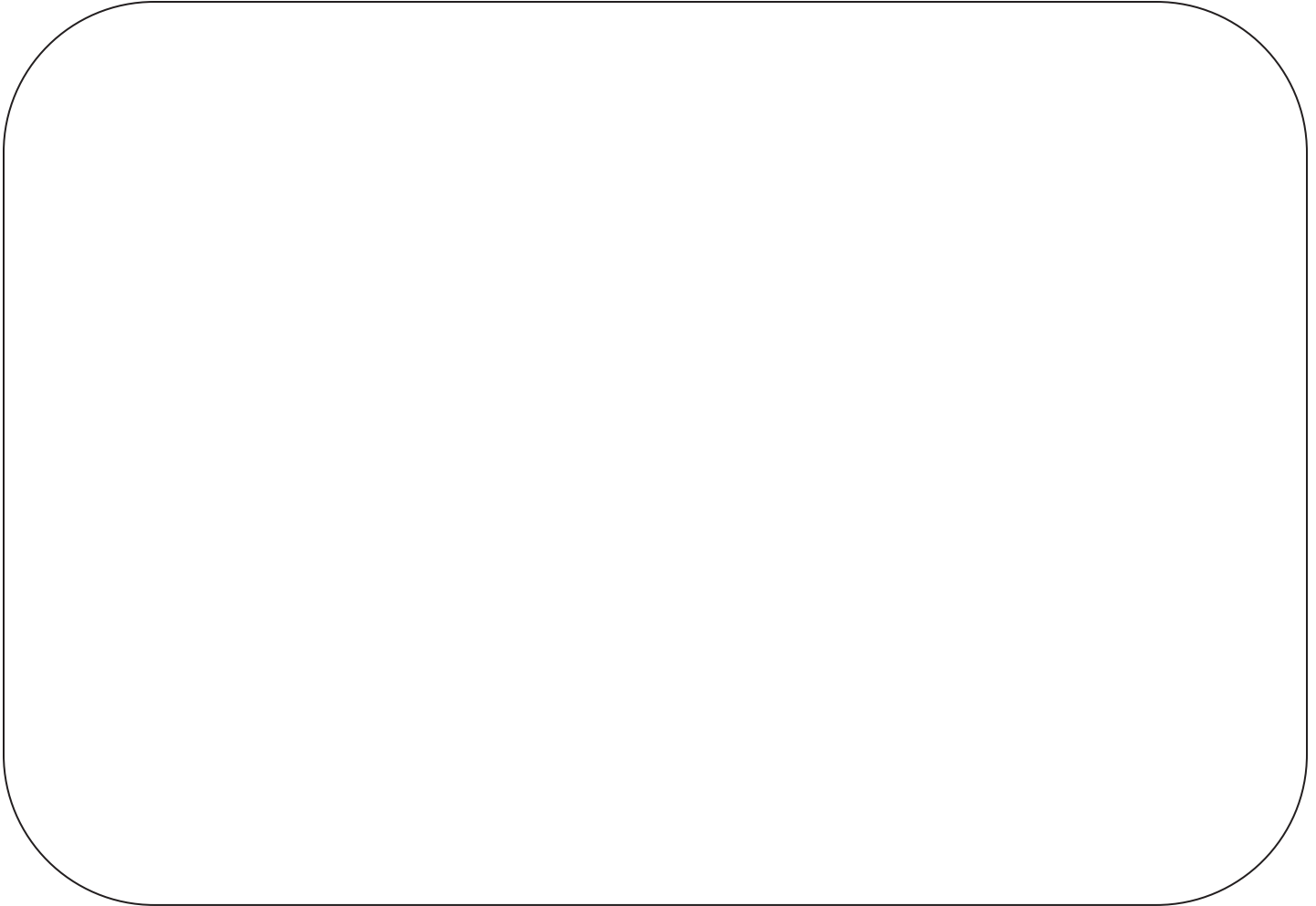
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## Room Arrangement Description/Sketch

Please use the space provided to illustrate or describe your room set up request or to advise us of any details or specific needs not previously listed on this form.



**If you need space in the freezer or refrigerator, please note above so we can make space for you. The left refrigerator is ALAG's (the one on the right is Village Little Preschool's)**

Coffee, sugar, cream, paper goods etc. are NOT provided. Event sponsored groups are responsible for providing its own food items and paper goods.

**All groups that use the facilities will be responsible for complete clean up and returning everything to their proper place.** Clean up includes, sweeping the floors, wiping down the stove top, counters and butcher block. If trash is full you are responsible to take the trash to the main dumpster (combo is: 2668). Be sure that when you leave all doors are locked. **Brooms, trash liners etc. are located in the Kirkish Hall closet.**

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OFFICE USE: Copies given:  Office  Maintenance