1/30/2019



Today’s Date

[ ] Antioch Event [ ] Member or Outside Organization Event

[ ] New Submission [ ] Update Existing Event [ ] Cancel Event [ ] Change Date

**Contact Information**

|  |  |
| --- | --- |
| Director |       |
| Contact Person |       |
| Ministry |       |
| Phone |       |
| Email |       |

**Event Information**

|  |  |
| --- | --- |
| Event Name |       |
| Desired Date(s) |       |
| Alternative Date(s) |       |
| Setup Time |        Please select a.m. or p.m. |
| Event Start Time |        Please select a.m. or p.m. |
| Event End Time |        Please select a.m. or p.m. |
| Cleanup Time |        Please select a.m. or p.m. |
| Room Request **(Worship Center)** Please Select |  |
| Room Request **(Ministry Center)** Please Select |   |
| Number Expected |       |
| Room Arrangement (for Multipurpose Room: Banquet & Reception available ONLY) |   |
| Additional Room Arrangements |       |

**Equipment Request:**

**[ ]** Wireless Microphone**[ ]** Headset Microphone [ ] Audio Record [ ] Video Record

[ ] Play CD [ ] Play DVD [ ] Projector [ ] Laptop [ ] Presenter Remote [ ] Music Support

**Other Services:**

**[ ]** Security [ ] Parking [ ] Sound Tech [ ] Hospitality Support [ ] Catering [ ] Kitchen Access

[ ] Van Requested [ ] Graphic Support Required (Please Fill out Graphics Request Form)

[ ] Pulpit Announcement (Pastor) [ ] Pulpit Announcement (skit or video clip)

[ ] Post to Website [ ] List in Bulletin [ ] Telephone Tree

[ ] Online Registration - Beginning Date: MM/DD/YY Ending Date: MM/DD/YY

[ ] Onsite Registration - Dates: MM/DD/YY

[ ] Worship Center [ ] Ministry Center

Bulletin Information: