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 MicrophoneHeadset 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: