

**Reservation Request Form
For Events and Facilities**

Requested by _____
Departments _____

Activity _____
Option 1

Goal _____
Option 2

Date _____

Date _____

Time _____

Time _____

Location _____

If at the church, what rooms will be needed? _____

Event Sponsored by _____

Attendees _____

Transportation Needed _____

Materials _____

Meals _____

Transportation _____

Lodging _____

Materials (Books, etc) _____

Circle the avenues of publication needed

Bulletin Newsletter Pulpit Announcement Signup Sheet Hallway Posters

Projected Costs

Use your information to write out an announcement. Include who, what, when, where, and how much... _____

Detail Planning

Persons	Responsible for...	Follow-up date
1.		
2.		
3.		
4.		
5.		

Publicity

Office Use

Clearance by _____ Entered n Church Calendar _____

If denied, for what reason? _____