

Today's Date: _____

Event Name: _____

Date Requested: _____ through _____ Approx. Attendance: _____

Event Coordinator: _____ Contact Number: _____

Contact Email: _____

Ministry: _____

- Just a reminder; if this event exceeds a budget of \$200, you will first need to contact Steve Kenny at stevekenny@newhopeeugene.com to be approved to hold the event. Once you have that approval, please submit this request to Jennifer Gaskill. The exception would be if the event in question has already been approved in your fiscal year ministry budget.

Event Time

BEGIN Time: _____ AM / PM (circle one) END Time: _____ AM / PM (circle one)

Set up Date / Time: _____

FACILITY USE & RESOURCES

Rooms Requested: (Please Circle All That Apply)

Children's Wing

Central Park Firehouse Garden Room Mid-Town Zoo The Pond The Warehouse

Main Building

Auditorium Backstage Coffee House Fireside Room Fireside Kitchen Lobby

Frontlines Practice Room Prayer Room Production Office Welcome Center

Other Rooms / Resources

Uptown / Gym Main Kitchen BBQ Grill Off Campus? Where: _____

Do you need to request the use of the Church Van? YES / NO (circle one)

Will you be using the parking lot for activities? YES / NO (circle one)

Hospitality Request:

Hospitality Team Needed: YES / NO (circle one)

Purchasing Needed: YES / NO (circle one)

Levites Request

Equipment / Other Resources Needed (Enter number requested besides all that apply)

Classroom Chairs _____ Whiteboard / markers _____ Podium _____

Other _____

Room set-up requested? YES / NO (circle one) *If YES, please selection from the room set up options on the back page:

___ Classroom: Tables & chairs are placed in rows facing the front.

___ Banquet: Round tables and chairs are spaced throughout the room; optimal for small group and table discussions and for facilitating meals.

___ Lecture: Chairs are placed in rows facing the front.

___ Discussion Circle: Chairs are placed in semi-circle to facilitate group dialogue.

Audio / Visual Media

Sound Equipment Needed (Enter quantity beside each that apply)

Microphones: Wireless Handheld _____ Instrument _____ Type Needed _____

Sound Equipment (Check all that apply)

Overhead projector _____ DVD presentation _____ Music CDs / MP3 / iPod _____

Laptop presentation _____ iMac presentation _____

Internet Access: _____ Yes _____ No

Church Community Builder

Does a Sign-Up need to be available on CCB? YES / NO (circle one)

If so, will we be collecting a payment for anything? YES / NO (circle one)

*Just a reminder, by simply filling out this form and submitting it does not guarantee approval of your event or facility use. It is the first step in insuring that we have the ability to set you up to win with your event and or your ministry.

Questions, please contact Jennifer Gaskill at jennifergaskill@newhopeeugene.com
