



Ministry Event Request Form

Event requests are due no less than 45 days prior to requested event date. Form must have complete documentation upon submission for approval. Approvals may take up to two weeks. You will be notified via email about the status of your event request.

Today's Date:

Ministry Department:	
Ministry Department Leader:	
Date of Event:	Time of Event:
Location of Event:	Location Reserved:

Please attach proposed budget for event.

Facility Requirements				
Outdoors/Indoors <i>(circle one)</i>	Facility Cost:	Contract Required:	Contract Submitted:	
Type of Seating:	Number of Seating:			
Equipment Requirements				
Audio: <i>Circle Items Required from KVCC</i>	Microphone	Recording	CD Player	List Other:
Visual: <i>Circle Items Required from KVCC</i>	Power Point	Screen	List Other:	
Tables: (how many)	Chairs: (how many)			
Please attach a diagram of table & chair positioning				

Hospitality
The purpose of the Hospitality Team is to provide refreshments and food services to the staff, leadership and members for church events when needed. Food services include light meals, appetizers, coffee, tea, water, etc. Minimum of 50 in attendance is required to request the services of the hospitality team. Larger events of 100+ that include a complete meal will require a caterer. CG has a preferred vendor list that you may choose a caterer from. Please see our Business Directory for our approved vendor list.

Volunteers Needed - How Many: (please use another sheet if necessary)			
Chaperones:	Ushers:	Parking Attendants:	Other:
Transportation			
Type of Transportation: <i>(circle one)</i>	Car Pool	Individual	Rented Vehicle (type)
Cost of Rented Vehicle:	Rental Company:		
Term of Vehicle Lease:	Driver(s):	Copies of Licenses on File:	
Marketing: <i>(Please circle Marketing needed for this event) A detailed description of event must be submitted for marketing, i.e. ticket sales, items to bring to event, etc.</i>			
Promo Flyers	Sign Up Form	Online Events	Other:
Funds			
CG Funded:	Ministry Funded:	Availability of Funds:	

<i>Office Use Only</i>	
Approved By: _____	Date: _____
A copy of Event Request must be given to Accounting and Marketing, for proper processing of this event.	