



# Apostolic Faith Church Meeting Event Request

FOR ADMINISTRATIVE OFFICE USE ONLY

ORIGINAL COPY PROVIDED TO AUXILIARY

## AUXILIARY/MINISTRY PROGRAM TITLE

Date Request Submitted \_\_\_\_\_

START TIME \_\_\_\_\_ : \_\_\_\_\_ AM / PM

Auxiliary/Group \_\_\_\_\_

END TIME \_\_\_\_\_ : \_\_\_\_\_ AM / PM

Submitted By (name) \_\_\_\_\_

Function Type  
 Reg. Mtg.  
 Service/Program  
 Training

Function Date \_\_\_\_\_  
Auxiliary Leader

# of People Expected \_\_\_\_\_

Location/Room \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone (Day / Eve) \_\_\_\_\_

### APPROVALS

Department of Ministry \_\_\_\_\_ Date \_\_\_\_\_

Department of Operations \_\_\_\_\_ Date \_\_\_\_\_

- Maintenance
- Multi-Media
- Culinary
- Support Services

### MAIN FOYER REQUEST

- Table  Yes  No  
 Chairs  Yes  No  
 Linen  Yes  No

Main foyer requests will be granted on a priority basis

**SUPPORT SERVICES:**  Security  Hospitality  Usher  Health Professionals  Beautification  
 IT  Musicians  Other *(Please specify)* \_\_\_\_\_

## POLICIES & PROCEDURES

1. All Meeting Event Requests must be submitted **at least three (3) weeks prior** to event date.
2. All functions requiring food MUST BE confirmed **at least two (2) weeks prior** to the date of the event so that food/equipment can be ordered.
3. **Please note that the approval from the Department of Ministry is to secure your event and calendar date; however you may receive calls based on your specific needs requested for your event (i.e., culinary, media, facilities, etc.) If this is the case, you will receive a call within 7 business days of your approval date.**
4. A copy of approved forms will be placed within the Lay Director mailbox for your ministry.

## NOTES

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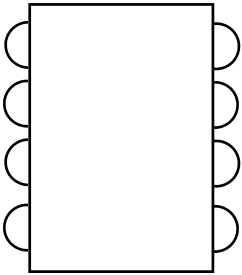
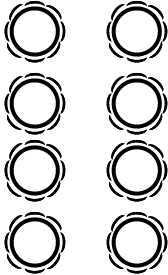
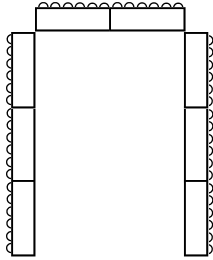
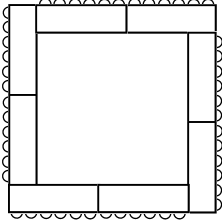
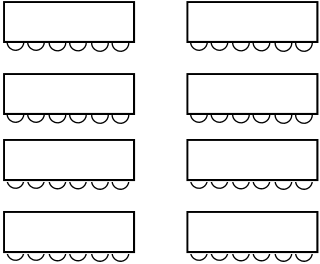
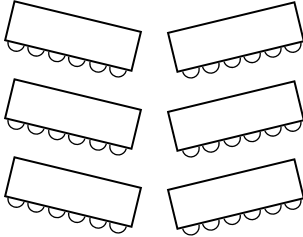
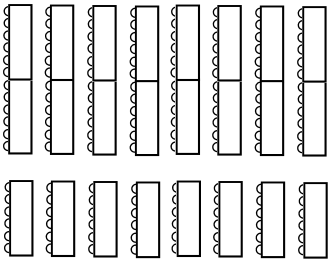
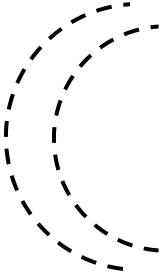


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# Room Configurations

<p><b>1</b></p>  <p><b>Committee Meeting Set-Up</b> Available in All Rooms</p>	<p><b>2</b></p>  <p><b>Dining Room Set-Up</b> Available in Fellowship Hall &amp; Multi-Purpose Room Only</p>	<p><b>3</b></p>  <p><b>U-Shape Set-Up</b> Available In All Rooms</p>	<p><b>4</b></p>  <p><b>Board Room Set-Up</b> Available In All Rooms</p>
<p><b>5</b></p>  <p><b>Lecture Style Set-Up</b> Available In Multi-Purpose Room &amp; Fellowship Hall</p>	<p><b>6</b></p>  <p><b>Modified Lecture Set-Up</b> Available In Multi-Purpose Room &amp; Fellowship Hall</p>	<p><b>7</b></p>  <p><b>Conference Style Set-Up</b> Available In Multi-Purpose Room &amp; Fellowship Hall (Uses 6' ft. Tables)</p>	<p><b>8</b></p>  <p><b>Semi-Circle Set-Up</b> Available In Library, Multi-Purpose &amp; Prayer Room</p>

## Room Amenities & Audio/Visual Equipment

Registration Table	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Coat Rack	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Microphone	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Pens/Pencils	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Markers	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Easels	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Note Pad	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Podium	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Flip Charts	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Chalkboards	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Whiteboard	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Ice Water	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Table Linen	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Plastic/Paper Ware	<input type="checkbox"/> Yes	<input type="checkbox"/> No
China/Glassware	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Laptop	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Projector & Screen	<input type="checkbox"/> Yes	<input type="checkbox"/> No
CD Player	<input type="checkbox"/> Yes	<input type="checkbox"/> No
VHS Player	<input type="checkbox"/> Yes	<input type="checkbox"/> No
DVD Player	<input type="checkbox"/> Yes	<input type="checkbox"/> No

### Room Configuration Selection

Room _____	Room _____
Config. # _____	Config. # _____
Room _____	Room _____
Config. # _____	Config. # _____

### Food Service Menu Selection