



# EVENT REQUEST FORM

Lapeer Community Church  
80 N. Lake Pleasant Rd.  
Attica, MI 48412  
Phone 810-724-8800  
Fax 810-724-8801

|                                                                                                                                                                                                                       |                                      |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|
| Event Name:                                                                                                                                                                                                           |                                      |
| Department:                                                                                                                                                                                                           |                                      |
| Event Leader:                                                                                                                                                                                                         |                                      |
| Contact Phone:                                                                                                                                                                                                        |                                      |
| Contact email address:                                                                                                                                                                                                |                                      |
| Event Date:                                                                                                                                                                                                           | Time:                                |
| Event will repeat:<br><input type="radio"/> None <input type="radio"/> Annually <input type="radio"/> Monthly <input type="radio"/> Weekly                                                                            |                                      |
| Calendar checked?    Yes    No                                                                                                                                                                                        |                                      |
| Event Type, description:                                                                                                                                                                                              |                                      |
| Expected attendance:                                                                                                                                                                                                  |                                      |
| Location and/or Rooms requested:                                                                                                                                                                                      |                                      |
| Target age group:                                                                                                                                                                                                     |                                      |
| Cost to Church Budget: \$                                                                                                                                                                                             | Cost to Participant (entry fees): \$ |
| Promotion needed:<br><input type="radio"/> item in bulletin <input type="radio"/> Registration form/signup sheet <input type="radio"/> flyer on Guest Service Desk <input type="radio"/> item in newsletter           |                                      |
| Brief text for the bulletin: _____<br>_____                                                                                                                                                                           |                                      |
| Please attach a copy of the flyer to this form and submit a digital version to the office.                                                                                                                            |                                      |
| Equipment needs:<br><input type="radio"/> Tables: _____ <input type="radio"/> Video <input type="radio"/> PA/Sound<br><input type="radio"/> Chairs: _____ <input type="radio"/> Camera<br><input type="radio"/> Other |                                      |
| Resources needed: (volunteers, use of church decorations, food/kitchen resources, media outreach, etc.)                                                                                                               |                                      |

|                          |                                                                  |
|--------------------------|------------------------------------------------------------------|
| <b>OFFICE USE ONLY</b>   |                                                                  |
| Date received:           | <input type="radio"/> Added to Calendar                          |
| Quadrant Head Signature: | <input type="radio"/> Approved <input type="radio"/> Disapproved |
| Staff Signature:         | <input type="radio"/> Approved <input type="radio"/> Disapproved |
| Custodian name           | <input type="radio"/> Contacted                                  |
| PA/Sound Tech name       | <input type="radio"/> Contacted                                  |