



Piedmont Community Church

Special Event Request - Internal

Name of Group _____

Date Submitted _____

Name, email, and phone number of contact person _____

Event Details

I acknowledge that I have fully read and understood the policies below:

An event request should be submitted at least 60 days before its proposed date. Communication for all events require 6 weeks for total promotion.

This form is a request and is not finalized until the staff has been informed and the staff has approved it. Once approved, someone on the church staff will reach out to you for more details.

Initialize: _____

How many people do you expect to attend the event?

Event Description:

Proposed Date(s) & Time(s):

Will this event need childcare?

Yes

No

Estimated duration of the event hours
(include setup/cleanup):

Do you anticipate staff involvement?

Yes

No

Name(s) of staff member and have they agreed to assist?

Yes No

Yes No

Financial

Is any portion of the event being donated or resourced by a church member or outside organization?

If yes, who? _____

What is the estimated cost for this event? _____

Has this event been budgeted?

Yes

No

If so, please provide expense category (ie: mission, deacons) _____

Is there a charge for participation? How much? _____

Facilities

I acknowledge that I have fully read and understood the policies below:

My group is responsible for washing and returning plates, utensils, and tablecloths to their proper location at the end of the event. We agree that facilities should be left as it was found.

My group is only allowed to access to the agreed upon areas and equipment. If my group requires more equipment or space I will contact Jay Foreman for approval and assistance.

Initialize _____

Requested location(s):

Sanctuary

Kitchen

Guild Hall

Parking Lot

Courtyard

Other _____

Additional equipment needed?

Tables and Chairs

Microphone & Speakers

Podium

Projection & Screen

Audio Video items

Additional Power Cord(s)

Other _____