



Operations Request Form

This box is to be completed by the Administrative Assistant:

Project Status:	Date Request Received via Email	Issue Found Date ORF Returned to Complete	Date Amended ORF Received via Email	Date Project Approved

Requestor/Ministry Liaison/Coordinator: COMPLETE SECTIONS 1-10

Section 1: Requestor Information

Ministry Name:		Date:	
Requestor Name:		Daytime Phone#:	
Email Address:		Evening Phone #:	

Section 2: Summary of the Event- If detail does not apply please type "N/A" in the appropriate blocks(s):

Event Title:			
Event Date(s)/Time(s):			
Purpose of the Event/Theme:			
Target Audience:	(Examples include Youth, Married Couples, General Congregation, Parents)		
Speaker or Other Pertinent Info:	(Examples include Speaker's name, Performers' names, etc...)		
Describe the Event (by Day):	(Agenda or Schedule)		
What type of event is this? (examples include classes, conference, meeting, advent, watch night)			
Please identify the Ministry Liaison/Coordinator (ML/C):		Anticipated Attendance:	



Section 3: Details about the Event- Complete and enter “Yes” or “No” or “N/A” where appropriate:

Administrative:			
Is a Sunday Morning Announcement desired?		Dates desired for the Announcement to be read?	
Is an email blast desire for the promotion of this event?		Dates desired for the email-blast to be sent?	
Will any branding or marketing information be created for this event?			

Facilities:			
Event Start Time:		Event End Time:	
Building AccessTime:	(What time do you desire to have access to the building?)		
Room(s) Requested:	(Examples include Sanctuary, Fellowship Hall, Kitchen, Nursery)		
Setup Instructions:	(Provide specific instructions of the desired room set up)		

Hospitality:			
Do you need access to the kitchen?		Do you need access to the kitchen prior to the day of your event?	
Is food being served?		Is food being cooked on site?	
Is food storage needed?		Do you need Ushers for this event?	



Media:			
Do you need any audio/visual support for the event?		How many microphones do you need?	
Will a band participate?		Will a choir or praise team participate?	
Do you need to use the screens in the sanctuary?		Do you need internet access for the event?	
Will you have any video needs? (If YES, all videos must be submitted to media department 3 days prior to the event)		Will any music (mp3, cd, etc.) be played at the event? (If YES, all music must be submitted to media department 3 days prior to the event)	

Financial:			
Is a registration fee required for this event:		Will registration fees be collected prior to the day of the event:	
When will registration begin?:		When will registration end?:	
Will a offering be collected during the event?:		Will any money be paid out in the form of honorariums to anyone as a result of this event:	