



COVENANT UNITED CHURCH OF CHRIST

Ministry Activity Request Form

MINISTRY INFORMATION

Primary Event Contact: _____

Phone _____ Email _____

Indicate preferred method of contact: Phone call _____ Text _____ Email _____

Secondary Event Contact: _____

Phone _____ Email _____

Indicate preferred method of contact: Phone call _____ Text _____ Email _____

Date activity request completed _____

TYPE OF ACTIVITY ☐ Event ☐ Meeting

Is this a recurring activity or event? Yes___ No___ If yes, state frequency? _____

Activity Day & Date _____ Time _____ AM/PM

Start time _____ End time _____

**Note: Please include set-up and breakdown in the start and end time.*

EVENT DESCRIPTION

Please provide a brief description of your event (including number of speakers, attendees, etc.)

Note: All speakers and honorariums must be approved by the Senior Pastor.

LOCATION / TYPE OF ROOM NEEDED (Check all that apply)

☐ Meeting Room(s) _____ ☐ Main Sanctuary ☐ CUCC North
☐ BWS Center ☐ Narthex/Registration ☐ Off-Site location _____

TARGET AUDIENCE (Check all that apply)

☐ Adults ☐ Youth ☐ Senior ☐ Community ☐ Men ☐ Women

Approximate number anticipated or expected ? _____ How many rooms do you need? _____

ROOM SETUP – Please indicate or circle preference

Room Set-up:			
Lecture	Classroom	Staggered Banquet Rounds	Banquet Half Rounds
Conference-Square	U-Shaped Conference	Conference Table	Banquet Rounds

ADDITIONAL NEEDS

<input type="checkbox"/> Linen (Table Rounds)	<input type="checkbox"/> Registration /Check-in tables	<input type="checkbox"/> Table Banners
<input type="checkbox"/> Short term room for storage	<input type="checkbox"/> Podium Banner	<input type="checkbox"/> Display Table
<input type="checkbox"/> Decorations	<input type="checkbox"/> Collection Bins	<input type="checkbox"/> Church Van(s)
<input type="checkbox"/> Area/Room for sorting	<input type="checkbox"/> Area/room for distributing	<input type="checkbox"/> Safety vests
<input type="checkbox"/> Short term refrigerator/Freezer	<input type="checkbox"/> Short term room for storage	



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MARKETING

Does this event need Marketing, Communication or Media support? Yes ____ No ____

In order to successfully market your event, the more advance notice, the better. Recommended 6 - 8 week notice to staff out from the event. Marketing team member will follow up for specific needs once event is approved.

Is there a charge for this event? Yes ____ No ____ If this is a paid event, what is the ticket price? ____

This information is required to create online registration!

MEDIA / COMMUNICATIONS / EQUIPMENT

AUDIO-VISUAL NEEDS (Check all that apply)

- | | | |
|--|--|---|
| <input type="checkbox"/> Microphones (handheld, wireless, lapel, podium) | <input type="checkbox"/> DVD Player | <input type="checkbox"/> TV Monitor |
| <input type="checkbox"/> Podium | <input type="checkbox"/> Whiteboard | <input type="checkbox"/> Easel |
| <input type="checkbox"/> Laptop / PC | <input type="checkbox"/> Projector | <input type="checkbox"/> Speakers |
| <input type="checkbox"/> Photography | <input type="checkbox"/> Videography | <input type="checkbox"/> Power/Electrical |
| <input type="checkbox"/> Video/Audio Recording | <input type="checkbox"/> Music instruments | <input type="checkbox"/> Walkie Talkie |
| | | <input type="checkbox"/> Bluetooth |
| | | <input type="checkbox"/> Wi-Fi Access |

OFFICE SUPPORT

Copies Needed? Yes ____ No ____ if yes, how many copies do you need? ____

Office Supplies Needed? Yes ____ No ____

Items:

FOOD AND BEVERAGE SERVICE

Will there be food and/or beverages? Yes ☐ No ☐

If yes, please complete the following:

Who will be providing the food? ☐ Ministry ☐ Outside Caterer ☐ Donation

If outside caterer, please provide the following:

Name: _____

Address: _____

Phone: _____ Email: _____

NAME(S) OF ANY GROUPS OR ORGANIZATIONS ASSOCIATED WITH THIS EVENT

Please include any groups or organizations providing sponsorship or co-hosting of any kind (e.g., funding, space, speakers, publicity, etc.)

OTHER INFORMATION

Please provide any other information that has not been covered or comments that would assist in the planning of your event/space request