



MEETING / CLASS / EVENT REQUEST FORM

6530 Spanish Fort Blvd., Suite D, Spanish Fort, AL 36527 / 251-626-1334 ~ ministries@spanishfortumc.org ~ revised 01/20

*Start Date: _____ Recurring? Yes No End Date: _____ Day(s) of Week: _____ *Time: _____

*Meeting/Class/Event Name: _____ Registration Req.? Yes No

*Meeting/Class/Event **Description:** _____

*Leader/Instructor(s): _____ Contact #: _____ E-mail: _____

Campus Requested: Main West Off-Site Room #: _____ Est. # Participants: _____ Key Needed: Yes No

Transportation Needed: Yes No Transportation: Large Bus Small Bus Rental Disaster Trailer Other: _____

Publicize? Yes No Publicize Where: Bulletin Contact Newsletter Slides Other: _____

*Graphic Work / Assistance Needed? Yes No What Items? _____

Study Materials Required: Yes No Book Name/Author: _____ # Needed: _____

Costs for Books/Class/Event? Yes No Amount: _____ Payable When: _____ Payment Deadline: _____

*Nursery needed? Yes No If yes, how many? _____ Food to be Served: Yes No Food Provided By: _____

Special setup, equipment requests: Yes No If yes, describe: _____
(the church office will communicate whether or not the items are available for use)

Responsible party for setup & cleanup: _____ Contact #: _____

This form must be **completed & returned in full** to the Communications Department - *Missing data may delay approval.

ALL publications will be developed by the church office staff. | Requests should be made a minimum of 1 month before event. | Contact deadline is on the 15th of each month.



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FOR OFFICE USE ONLY

Approved: Yes No Approved by: _____ Approved Location: _____ | Date Submitted: _____

Key issued: - Yes No Date checked out: _____ by: _____ | Key returned: Yes No Date returned: _____ by: _____

Date entered on master calendar: _____ | Date entered on Google Calendar: _____ | Bus Driver: _____

Nursery workers: _____

Staff Notified: (Who / Date): _____

Food ordered from: _____ Food ordered by:: _____ Date Food Ordered: _____

Books ordered from: _____ Date order placed: _____ Cost per book: _____

Graphic Materials / Ideas / Copy Submitted: Yes No | Date Publication Info Received: _____ | Date Given to Communication: _____
