



MEETING / CLASS / EVENT REQUEST FORM

6530 Spanish Fort Blvd., Suite D, Spanish Fort, AL 36527 / 251-626-1334 ~ ministries@spanishfortumc.org ~ revised 03/22

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

*Start Date: _____ *End Date: _____ *Begin Time: _____ *End Time: _____ Recurring? Yes No

Recurrence Info (days of week, frequency, etc.): _____ Discipleship Pathway: Connecting Growing Exploring Multiplying

*Mtg/Class/Event Name (how it will appear in all publications): _____

*Mtg/Class/Event DETAILED Description (how it will appear in all publications): _____

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

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

Transportation Needed: Yes No Transportation Type: Large Bus (CDL Required) Small Bus Rental Disaster Trailer Own Cars Other

Other Transportation Details: _____ Qualified Driver Name: _____

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

Study Material To Be Ordered By: _____ Pickup Instructions: _____

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 #: _____

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

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

ALL publications will be developed/edited by the Communications Department. | Requests should be submitted a minimum of 3 weeks before the event is to be publicized, not before the event's actual date. Newsletter 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 Google Calendar: _____ | Date Approvals/Form Copies Returned : _____ Email Mailboxes

Bus Driver: _____

Nursery workers: _____

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: _____

A/V Equipment Needed: _____ | Date Given to A/V Technician: _____
