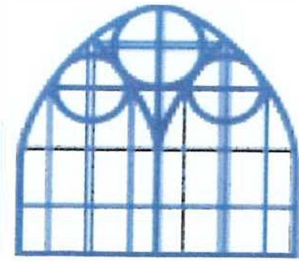


Turner Chapel AME Church

EVENT REQUIREMENT FORM



This form must be completed a minimum of 90 days, before the date of your event. Events will not be placed on the church calendar or advertised until this form has been submitted & approved.

Core Value Area

Ministry Name

Contact Person(s)

Email Address/Mobile Number

Event Date

Alternate Date

Event Start Time

Event End Time

Event Set-Up Time

Event Description:

Event Location: Offsite On-site Requested Room(s) _____

Note: Rooms requested may not be available. Location and room(s) assigned by Events Coordinator.

Equipment : Audio: ___ Yes ___ No Audio equipment (Ex. Microphone, Amp, Speakers, etc)
Video: ___ Yes ___ No Video equipment (Ex. Monitors, Smartboard, Projector, etc)
Linen: ___ Yes ___ No Black/White/Ivory only. Additional Cleaning fee will be assessed.

Set-Up Information:

Decor Information: Table Decor Assistance ___ Yes ___ No

(Note: If assistance is needed you MUST complete a Floral Decor Request Form found on the church website.

Culinary Information: Will snacks or a meal be served? ___ Yes ___ No

Will access to the kitchen be needed? ___ Yes ___ No

(Note: If kitchen access is need, you MUST complete a Kitchen Request Form found on the church website.

Event Marketing: Marketing efforts cannot begin until the event has received approval and is placed on the church calendar. All marketing-related communications are to be directed to marketing@turnerchapelame.org. Requests for marketing assistance should be submitted 45-60 days in advance of the event. Please indicate whether you require support with advertising and specify your preferred advertising channels (TCC Visual, E-Blast, Social Media, Website, Printed Collateral).

Additional Information: Attach additional pages to list special request, room layout requirements, etc

Signatures: Ministry Head: Date:

Core Value Leader: Date:

Trustee: Date: