

**EXCEEDING GRACE CHRISTIAN CENTER  
EVENT REQUEST FORM**

This form is used to secure approval for all Exceeding Grace Christin Center-sponsored or hosted events. Event requests are reviewed by the Pastoral or Office staff to ensure alignment with Exceeding Grace Christin Center's Missions and Vision Statement and coordination with the Master Calendar.

You will be notified in a timely fashion as to whether or not your event is approved.

Submissions must be received 30-90\* days before the event proposal date.

\* 30 Days - Small events such as classes, meetings, rehearsals, etc. (depending on the scope of the event)

\*90 Days- Large Events such as conferences, concerts, outreach initiatives, etc.

*(This form can be completed electronically. Just place your cursor in the box and type your response. The box will enlarge to fit as much information as you require. Once you have completed the form, please email it to the Church Office.)*

Please respond to all sections.

1. Event Title

2. Ministry Team

3. What is the purpose of the event? Target audience?

4. Contact Name

5. Contact Phone

6. Email Address

7. Day(s) and Date(s) of Event

8. Start and End Times

9. Will this be a recurring event? If so, please explain the recurrence.

10. How many attendees do you anticipate being involved with this event?

11. What is the location of the event?

12. Permitting/Rental needed?

13. What room(s) will you need? (Sanctuary /Bldg# / Kitchen / Outdoor Lawn (please specify)/Gazebo?

14. Will you need additional time for set up or clean up? If so, please explain.

15. Equipment Needed (chairs, tables, other equipment)?

16. Will you be serving food?

17. Transportation: Will transportation be needed? If so, please submit an approximate number of passengers. *If your group will be traveling to another location, copies of Participation, Medical Release, and Consent Forms must be submitted for each participant to the Church Office before departure—regardless of the use of personal vehicles or EGCC transportation.*

18. What is the proposed budget? (The finance department must approve budgets for all events).

19. Will registration or tickets be required?

20. Is a Liability release needed for attendees?

21. Will printing be needed? (Please allow a 7-day timeline for a draft)

22. Will this event be promoted church-wide? If so, indicate when you wish to begin advertising and what tools you need. Also, provide the text for the promotional materials.

- Sign Up Sheet
- Electronic Registration
- Posters (specify size)
- Flyers
- Email Distribution
- Banners
- Announcements

23. Audio/Video Equipment: (Please note what your audio or video equipment needs will be).

24. Guest Speaker(s)? If yes, please list the speaker's name and church affiliation. (Additional details may be required).

25. Travel needs for a guest speaker? If yes, please list (Additional details may be required).

26. Volunteers needed?

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Kitchen Staff       | <input type="checkbox"/> Document Printing                     | <input type="checkbox"/> Equipment Rental     |
| <input type="checkbox"/> Janitorial Services | <input type="checkbox"/> Volunteers                            | <input type="checkbox"/> Facilities/Equipment |
| <input type="checkbox"/> Music Ministry      | <input type="checkbox"/> Audio/Video Team                      | <input type="checkbox"/> Culinary Staff       |
| <input type="checkbox"/> Security            | <input type="checkbox"/> Hospitality (Ushers/Greeters/Parking) |   |
| <input type="checkbox"/> Youth Ministry      | <input type="checkbox"/> Other _____                           |   |

27. Will childcare be needed (please list age group)? \_\_\_\_\_

\*I agree to clean room(s) and outside area(s) after the event, including sweeping, vacuuming, trash removal, and returning furniture to its proper location. (Failure to do so may result in the forfeiture of using the building in the future.)

\_\_\_\_\_  
Ministry Leader(s)

\_\_\_\_\_  
Date:

**Please email the completed form to [admin@exceedinggrace.cc](mailto:admin@exceedinggrace.cc)**

**FOR OFFICE USE ONLY**

APPROVED

DENIED \_\_\_\_\_

\_\_\_\_\_  
Pastoral or Office staff

\_\_\_\_\_  
Date:

**Please email the completed form to [admin@exceedinggrace.cc](mailto:admin@exceedinggrace.cc)**