

**VILLAGE BIBLE CHURCH**  
**EMC - EVENT / MEETING / COMMUNICATION FORM**

**PLEASE RETURN THIS FORM TO ADMIN. ASSISTANT**

Initial Submission  
Further Information  
Change # \_\_\_\_\_

1

Today's Date: _____	Form Submitted by: _____
Name of Event: _____	Phone # _____
Date of Event: _____	Email Address _____
Time of Event: _____	Ministry Team Represented: _____

I would like to: (fill out appropriate section below)

_____ Schedule an event/meeting on the calendar	_____ Submit Communcation request
_____ Submit a Sunday bulletin announcement	_____ Reserve a room (# of people _____)
	_____ Request a <i>Moment for Missions</i>

**SPEAKER PRESENTER INFORMATION**

*Please attached a brief paragraph with bio information*

2

For : \_\_\_\_\_ Moment For Missions \_\_\_\_\_ Ministry Spotlight \_\_\_\_\_ Other \_\_\_\_\_

Name \_\_\_\_\_ Phone: Cell \_\_\_\_\_ Work \_\_\_\_\_

Email \_\_\_\_\_

**FACILITY NEEDS**

3

\_\_\_\_\_ Sanctuary \_\_\_\_\_ Upstairs Loft/Classrooms \_\_\_\_\_ Fellowship Hall \_\_\_\_\_ Lobby \_\_\_\_\_ Classroom(s) \_\_\_\_\_ #/people

\_\_\_\_\_ Parlor \_\_\_\_\_ Prayer Room \_\_\_\_\_ Nursery \_\_\_\_\_ Kitchen \_\_\_\_\_ Other \_\_\_\_\_

Need Building Key Date Checked out \_\_\_\_\_ Checked out by \_\_\_\_\_ Date Returned \_\_\_\_\_

**Who, from your group, will be locking up the building after your event:** \_\_\_\_\_

**COMMUNICATION**

(All information should be provided by submitting party. )

Please attach a paper copy and email an electronic copy to [vbchurch@sbcglobal.net](mailto:vbchurch@sbcglobal.net)

4

\_\_\_\_\_ Mass e-mail (date to be sent \_\_\_\_\_) \_\_\_\_\_ Bulletin Announcement (dates to print \_\_\_\_\_, \_\_\_\_\_)

\_\_\_\_\_ Bulletin Insert (date inserted \_\_\_\_\_) \_\_\_\_\_ Village Voice (date to print by \_\_\_\_\_)

\_\_\_\_\_ Website announcement (date to be posted \_\_\_\_\_) \_\_\_\_\_ Prayer Sheet announcement

\_\_\_\_\_ Newsletter Article [Article submission by 15th of month before \_\_\_\_\_ (insert month)]

\_\_\_\_\_ Video Presentation (Must be Media Ready and provided at least 2 weeks in advance.)

\_\_\_\_\_ Video Recording & Production (You will be contacted prior to date of event.)

Two-sentence announcement for Bulletin/Prayer Sheet: \_\_\_\_\_

**DISPLAY TABLE FOR FOYER**

5

Date(s) of Display \_\_\_\_\_ (Display tables are 6 ft long.)

Display will be "manned" by \_\_\_\_\_

Display set up by person(s) phone \_\_\_\_\_ email \_\_\_\_\_

Will products be marketed (tickets, CDs, books, etc.) Type of product \_\_\_\_\_

Will money be received: \_\_\_\_\_ Yes \_\_\_\_\_ No

Instructions for reservations/sales made by office during work week : \_\_\_\_\_

\_\_\_\_\_ I understand that it is my responsibility to have the contents removed/stored so that the display can be taken down in a timely manner.

6

**Moments For Missions**

\_\_\_\_ AM Worship Service      \_\_\_\_ Other      Date for speaker \_\_\_\_\_  
 Requested by (Mission Team Member): \_\_\_\_\_

7

**Ministry Spotlight Announcement**

Date \_\_\_\_\_ Event/spotlight will be on (subject) \_\_\_\_\_

\_\_\_\_\_ I was given a copy of the Ministry Spotlight preparation guidelines.

8

**EQUIPMENT/PERSONNEL****Mechanical**

\_\_\_\_ Bldg. Open/Close  
 \_\_\_\_ Heat/Air  
 \_\_\_\_ Outside Lights  
 \_\_\_\_ Inside Lights  
 \_\_\_\_ Tables

**Sanctuary**

\_\_\_\_ Ushers  
 \_\_\_\_ Piano  
 \_\_\_\_ Organ

**Class Rooms**

\_\_\_\_ TV/VCR/DVD Cart  
 \_\_\_\_ Overhead Projector  
 \_\_\_\_ Podium  
 \_\_\_\_ Podium w/Mic  
 \_\_\_\_ Laptop/Projector/  
    Screen

**Audio Visual Location**

\_\_\_\_ Lower Sanctuary  
 \_\_\_\_ Upstairs Loft  
 \_\_\_\_ Off Campus

**Audio Visual Needs**

\_\_\_\_ Sound  
 \_\_\_\_ Video/Projection  
 \_\_\_\_ Elmo (Opaque  
                                  Projector)

**Kitchen**

\_\_\_\_ Refrigerator  
 \_\_\_\_ Dinner/ Silverware  
 \_\_\_\_ Dishwasher Person  
 \_\_\_\_ Stove/Convec Oven  
 \_\_\_\_ Food Warmers  
 \_\_\_\_ Steam Table

9

**Nursery Care?**

Yes \_\_\_\_ No \_\_\_\_

**Child Care:**

Infant \_\_\_\_

Toddler \_\_\_\_

Ages \_\_\_\_

Ages \_\_\_\_

# of Kids \_\_\_\_

# of Kids \_\_\_\_

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**PLEASE PROVIDE A DRAWING OF REQUESTED SETUP**

Set-Up Diagram: Include # of Chairs, People & Tables: Location of Podium etc.

**FOR OFFICE USE ONLY**

Approval of EMC Request \_\_\_\_\_

Authorization \_\_\_\_\_

Date \_\_\_\_\_

OR Conflicts to be resolved: \_\_\_\_\_

Please return this form with solution after conflicts are resolved.

Approval Confirmation    \_\_\_\_ Phone    \_\_\_\_ Email    \_\_\_\_ In Person