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: Phone # Phone # Email Address Ministry Team Represented: Submit Communcation request Submit a Sunday bulletin announcement Request a Moment for Missions					
2	SPEAKER PRESENTER INFORMATION Please attached a brief paragraph with bio information For:Moment For MissionsMinistry SpotlightOther NamePhone: CellWork Email					
3	FACILITY NEEDS 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:					
4	COMMUNICATION Please attach a paper copy and email an electronic copy to vbcchurch@sbcglobal.net Mass e-mail (date to be sent) Bulletin Announcement (dates to print,) 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:					
5	DISPLAY TABLE FOR FOYER Date(s) of Display (Display tables are 6 ft long.) Need a tablecloth? Yes No 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.					

	Moments For Missions				
6	AM Worship Service Requested by (Mission Team Member):	Other :	Date for speaker		
_	Ministry Spotlight Announcement Date Event/spotlight will be on (subject)				
/	I was given a copy of the Ministry Spotlight preparation guidelines.				
	EQUIPMENT/PERSONNEL				
	Mechanical Sanctuary Bldg. Open/Close Ushers		Audio Visual Location Lower Sanctuary	<u>Kitchen</u>	
2	Heat/Air Piano	Overhead Projector	Upstairs Loft	Dinner/ Silverware	
	Outside Lights Organ Inside Lights	Podium Podium w/Mic	Off Campus Audio Visual Needs		
	Tables	Laptop/Projector/ Screen	Sound Video/Projection	Food Warmers Steam Table	
		30 , ce.ii	Elmo (Opaque Projector)	5.64.11 142.16	
			Projector)		
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LO	PLEASE Set-Up Diagram: Incl FOR OFFICE USE ONLY Approval of EMC Request OR Conflicts to be resolved:	PROVIDE A DRAWING OF ude # of Chairs, People &	REQUESTED SETUP Tables: Location of Podium		
LO	Yes No Toddl PLEASE Set-Up Diagram: Incl FOR OFFICE USE ONLY	PROVIDE A DRAWING OF ude # of Chairs, People & Authorization ter conflicts are resolved.	REQUESTED SETUP Tables: Location of Podium	etc.	