



FACILITY/CALENDAR REQUEST FORM

FOR OFFICE USE ONLY	<u>REVISION</u>
Cleared by: _____	Date Change? _____
Date Cleared: _____	Room Change? _____
Date Posted: _____	Submitted By: _____

NEW EVENT REVISION

CONTACT (use full name)

Date Submitted _____

Contact Person _____

Name/Event _____

Daytime Phone _____

Ministry _____

Evening Phone _____

Expected Group Size _____

E-mail Address _____

Day/Date of Event(s) _____

Please check ALL rooms needed for event:

<input type="checkbox"/> Entire Facility	<input type="checkbox"/> Nursery Room
<input type="checkbox"/> Worship Center	<input type="checkbox"/> Pre-School Room
<input type="checkbox"/> Conference Room	<input type="checkbox"/> Modular
<input type="checkbox"/> Valley View Room	<input type="checkbox"/> Off-Site

Event Start Time _____

Event End Time _____

Special Instructions: _____

WORSHIP CENTER TECH REQUESTS	This section must be cleared by the Celebration Arts Director
<p><u>AUDIO /VISUAL</u></p> <p><input type="checkbox"/> Microphone(s) # _____</p> <p><input type="checkbox"/> CD/Cassette</p> <p><input type="checkbox"/> Video/DVD/Graphics</p> <p><input type="checkbox"/> Other _____</p>	<p><u>LIGHTING</u></p> <p><input type="checkbox"/> House Lights</p> <p><input type="checkbox"/> Stage Lights</p> <p><input type="checkbox"/> Follow Spots</p> <p><input type="checkbox"/> Other _____</p>
<p>All requests for use of the Worship Center must include specific Tech needs (requests for Tech Equipment require special processing, staffing and may require paid help). All tech operators must be trained and approved by the CART s Director.</p>	
(CARTs Director Signature) _____	(Date) _____

1. What goals do you want to accomplish? _____

2. Which of Palm Canyon's five purposes does the event relate to (if more than one apply, then please number them as 1 = primary purpose, 2 = secondary purpose, etc.)?

Worship Ministry Evangelism Fellowship Teaching

3. How will your goals be accomplished through your event? _____

4. Who is the target audience? _____

5. How will the event be promoted/marketed? _____