Activity Request Form 2010-2011

This form is due no later than two weeks before an event.
Once submitted, you will be notified in 5 business days.

Event Date(s) Requested _____ _____

Beginning date (Day/Month/Year) Ending date, if more than one date

Or, list of dates: _____

Name of Activity/Meeting/Group _____ Estimated attendance: ____
Purpose of Event _____
Actual time event starts and ends Beginning _____am/pm Ending _____am/pm
Time Desired for Set up/clean up of actual event Beginning _____am/pm Ending _____am/pm
Event Day: Mon Tue Wed Thur Fri Sat Sun (circle days and frequency requested)
Frequency (circle one) One time Weekly Bi-weekly Monthly 0ther /Explain _____
Explain frequency, for example: 2nd Tuesday of each month or Mon & Wed of each week_____
Holidays or other days not meeting: _____

***For Rehearsal(s) or Set-up, use another Activity Request Form**

	Upstairs	Downstairs	Location of outside activity:
(Indicate rooms wanted)	Sanctuary	Jr High Room	_____
	Narthex	Sr High Room	_____
	Fellowship Hall	Room 106	_____
	Wesley Room	Preschool Area	
	Nursery		Location (s) in church not listed
	Music Room	Outside	_____
	Room 202	Upper Parking Lot	_____
	Room 204	Lower Parking Lot	
	Room 205	Playground	
		Nature Trail	
	*Kitchen	(Cooking in kitchen requires a certified kitchen manager)	
		Name of kitchen manager on duty _____	

Use the **Change or Cancellation Form** for changes and return as soon as possible.

Notes for office
_____
_____
_____

Requested by _____ Today's Date _____
Contact phone _____ Fax _____
Contact Other _____ Email _____

Do you need a key to get in the front door? ÿ Yes ÿ No If yes, check out a key in the office prior to the event.

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For office use

Date Confirmed _____ By Pastor Childers _____ and _____
Date put on Web calendar _____ Date Requester notified _____
Date key picked up _____ Date key returned _____

St. George's United Methodist Church

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