

SPIRIT & LIFE WORLD MINISTRIES CHURCH
SPECIAL EVENTS REQUEST FORM

REQUESTS MUST BE SUBMITTED A MINIMUM OF
 ONE MONTH PRIOR TO YOUR EVENT

Date Request Submitted _____

EVENT NAME: _____
 (Name to be listed on Church Calendar & In Church News)

Requestor's Name: _____ Email: _____ Phone: _____

Event Coordinator's Name: _____ Email: _____ Phone: _____
 (or Second Contact's Name)

Ministry: _____ Co-Ministry or Ministries: _____

Ministry Leaders & Volunteers to be present at and responsible for event: _____

Does this event involve a group/individual(s) outside of Spirit & Life Members?

- No
- Yes Name of External Volunteer/Organization: _____
 Describe Role: _____

EVENT DATE	ACTUAL TIME OF EVENT	TIME NEEDED FOR SET-UP & CLEAN-UP (Min. One Hour Each End)	ANTICIPATED ATTENDANCE	FACILITY REQUESTED	FACILITY ASSIGNED (To be completed by Spirit & Life Admin.)

NATURE OF EVENT: _____

(Describe completely and attach agenda, if applicable. Failure to do so may result in delay)

Names & Affiliation of Speaker: _____

Does this event have a flyer? No Yes (Attach)

Event Admission: Free Charge: Amount \$ _____
 Offering

EVENT TYPE: Conference Banquet
 all that apply Fundraiser Musical
 Other _____

Will Pastor's be invited? No Yes.
 Names & Church Affiliation: _____

Will External Churches be attending? No Yes. Who? _____

Will refreshments be served? No Yes. Who will provide them? _____

Will a meal/food be served? No Yes Who will provide? (attach menu) _____

What other services will be needed? _____

SIGNATURE IS REQUIRED on the reverse side of this form. Reservation will not be processed without signature.

YOU MAY SCAN & SUBMIT YOUR REQUEST ELECTRONICALLY TO SPIRITNLIFEADMIN@GMAIL.COM
 OR IN PERSON TO CHURCH ADMINISTRATION

SPECIAL EVENTS REQUEST FORM INFORMATION

When is this form used? The Special Events Form is used for **ALL** events on the Spirit & Life Cathedral Campus AND events where the church body is hosting an event and members have been invited off the church campus.

This form is available electronically through our website at www.spiritandlifeworldministries.org, and a hard copy through Church Administration. It is also available through email at spiritnlifeadmin@gmail.com. **Incomplete forms will not be processed, and you will be notified.**

POLICIES

- ❖ Please note that rescheduling can occur. If a difficulty arises, we will contact you.
- ❖ Special Events and Special Events Spaces may be booked by outside churches, organizations, and individual people, etc. Keep in mind, to ensure your requested date is available you may want to book well in advance.
- ❖ External churches, organizations, individuals wishing to reserve the Cathedral must contact Church Administration at spiritnlifeadmin@gmail.com for further details and fees.
- ❖ All events must comply with Spirit & Life World Ministries Campus policies. (You may request a copy upon inquiry)
- ❖ **A charge will be imposed unless cancellations are communicated to Spirit & Life – Church Administration, 24 hours in advance of your event. Your organization will be charged for any services that have already been performed for the event.**
- ❖ Clean-up is the responsibility of the sponsoring church, organizations, individual, etc. A charge will be assessed if this responsibility is not met.

BY SIGNING BELOW:

- You indicate that you have read the above policies and agree to comply with the Spirit & Life World Ministries Church Policies.
- You indicate that you understand that Special Events and Special Events Spaces may be booked by outside churches, organizations, and individual people, etc. Keep in mind, to ensure your requested date is available you may want to book well in advance. **All requests should be considered TENTATIVE until confirmation is RECEIVED.**
- You indicate that you will make all necessary arrangements with the Executive Pastors or Church Administration for the set-up of your event. These departments need your requests **AT LEAST TWO WEEKS BEFORE YOUR EVENT.**

SIGNATURE: _____ **TITLE:** _____ **DATE:** _____

SPIRIT & LIFE ASSOCIATED DEPARTMENTS

Media/Audio Visual Ministry: This department requires a supplementary request specific to audio visual equipment and services. There is a possibility that your event may incur charges from the Media/Audio Visual Ministry. Media/Audio Visual services and staffing questions must be routed through Church Administration. *The Media/Audio Visual Ministry requires, at minimum, two weeks' notice for services; three weeks' notice is preferred.*