

# Building/Event Request

Today's Date

Please complete all fields. It is our desire that each event at Messiah be God honoring and successful. The more you include, the better we can respond to your needs.

## EVENT/TOPIC NAME (one sheet per event)

### 1 WHAT

Ministry Name .....

Contact Name ..... Email & Phone (w/extension) .....

### 2 WHEN

Event Dates ..... Times .....

How to register  Communication Card  Welcome Center  Information Central  Web  Other .....

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Registration Deadline ..... Cost .....

Registration / Participant Assignments  Check-in  Name tags  Parent receipt tags

### 3 WHERE

Room Reservation will be confirmed via email...

Preferred Location  Worship Center  Family Life Center  Other .....

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Equipment  TV  DVD  VCR  Computer Projection  Microphone  Other .....

....

Kitchen (PIC name) ..... Email & Phone .....

Childcare .....

### 4 WHO

Target Audience  Public  Faith Family **How many are you expecting?** .....

### 5 WHY

How does this event support Messiah's mission (help people to have: eternal life; know God more; glorify God?) .....

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How does this event support Messiah's Strategy (building relationships, pouring into people, challenging people to glorify God by how they live)

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