

EVENT INFORMATION

Event Name	<input type="text"/>		Event Organizer	<input type="text"/>	
Event Description	<input type="text"/>		Phone	<input type="text"/>	
			Email	<input type="text"/>	
Event Date	<input type="text"/>	Start Time	<input type="text"/>	End Time	<input type="text"/>
Set Up Date	<input type="text"/>	Start Time	<input type="text"/>	End Time	<input type="text"/>
Clean Up After Event Anticipated End Time	<input type="text"/>	Expected Attendance	<input type="text"/>		
Recurring Event	<input type="checkbox"/> NO	<input type="checkbox"/> YES - Indicate weekly/monthly	<input type="text"/>	End Date	<input type="text"/>
Target Audience	<input type="checkbox"/> In Church <input type="checkbox"/> Community <input type="checkbox"/> Specific Demographic (Please indicate)			<input type="text"/>	
Building Access:	If event is not during office hours or Sunday morning, will you need the office to provide you with building access? <input type="checkbox"/> NO <input type="checkbox"/> YES				

☐ Not Applicable

TICKETS & REGISTRATION

Our default registration includes Website Registration, and In Person Registration (At reception desk on Sundays and during office hours Monday to Friday). If you have other requirements, please check YES and contact office. ☐ YES

Registration/Ticket Cost	<input type="checkbox"/> FREE	<input type="checkbox"/> \$ <input type="text"/>	(Please include 3% payment processing in your cost)
Begin Registration Date	<input type="text"/>	Registration Deadline Date & Time	<input type="text"/>
Childcare Offered	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> Include Names & Ages of Children
Food Offered	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> Include Special Food Requirements

☐ Not Applicable

PRINT & ADVERTISING

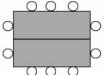
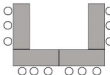
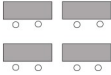
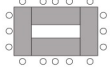
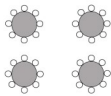




Advertising	<input type="checkbox"/> Website	<input type="checkbox"/> Facebook	<input type="checkbox"/> Bulletin / Insert
	<input type="checkbox"/> Posters	<input type="checkbox"/> Atrium Loop	<input type="checkbox"/> Announcement
Print Required	<input type="checkbox"/> Postcards	<input type="checkbox"/> Paper Tickets	<input type="checkbox"/> Name Tags
			<input type="checkbox"/> Programs / Guides

Image/Graphic Ideas for Event (media dept. will work with you to find appropriate graphics)

* Return completed forms to Nicqueline Shakotko.
 Before you make changes regarding this event, please confirm with the office.

■ Event is off site

VENUE

ROOMS & SET UP	MAX CAP. (tables/rows)	ROOM NEEDED	SET UP STYLE	# Tables Rectangle	# Tables Round	# Chairs	SET UP STYLE
Sanctuary	180/470						  <p>A B</p>   <p>C D</p>   <p>E F</p>   <p>G H</p>  <p>J</p> <p>NONE</p> <p>K</p>
Atrium							
Creekside North	40/60						
Creekside South	40/60						
Waiparous A							
Waiparous B							
Elbow A							
Elbow B							
Bow North	40/60						
Bow South	40/60						
Kananaskis	15 (table only)						
Grand Valley	20/35						
Jumping Pound (Library)							
Ghost Lake Room							
Kitchen							

AUDIO/VISUAL/OTHER

EQUIPMENT	✓		✓
Flip Chart & Markers		Sanctuary Dismantle	
Portable Whiteboard & Markers		Sanctuary Stage Cleared Completely	
55 inch TV on Trolley with HDMI cable connection		Sanctuary Stage Cleared Except Piano	
Portable Video Projector & Screen		Coffee Service (coffee, tea, cream, sugar)	
Electric Stage Piano (Sound System Required)		# of White Tablecloths	
Baby Grand Piano (Sanctuary only)		# of Black Tablecloths	
Upright Grand Piano (Creekside Room only)			
Surface Mount Speaker System (Atrium, Creekside & Bow Rooms) 1 Mic, 1 Cable, 1/8" Mini Stereo Audio Cable, Wall Mounted Volume Control I'd like to play music from my device (Direct Input Box will be supplied)			
Portable Sound Equipment 4 Channel Powered Analog Mixer, 1 or 2 Powered EVOX Speaker Systems, 1 Microphone & Stand, 1 Mic Cable, 1 Instrument Cable (More available if needed), Direct Input Box, 1/8" Mini Stereo Audio Cable			
Portable Sound Equipment 8 Channel Powered Analog Mixer, 2 Speakers, 1 Microphone & Stand, 1 Mic Cable, 1 Instrument Cable (More available if needed), Direct Input Box, 1/8" Mini Stereo Audio Cable			

Comments/Other Info