

**MEETING REQUEST / EVENT:** \_\_\_\_\_

**OFFICE USE ONLY**  
Received / Available  
Approval EL JK  
On calendar  
Requester & EP  
S Drive

EMAIL COMPLETED FORM TO EVENT.PLANNING@GRACEANDPEACE.ORG

Date: \_\_\_\_\_

Day: \_\_\_\_\_

Event beginning time: \_\_\_\_\_

Event close time: \_\_\_\_\_

Setup time: \_\_\_\_\_

Clean up time: \_\_\_\_\_

If this is an ongoing weekly or monthly event then list the dates you will not be meeting: \_\_\_\_\_

**Location: (check all that apply):**

- Sanctuary  Room # \_\_\_\_\_
- Ed wing  Fellowship Hall
- Family center  Youth Center
- Office  Room # \_\_\_\_\_
- Outside of buildings
- Offsite

Rehearsal:  
Day: \_\_\_\_\_  
Date: \_\_\_\_\_  
Beginning time: \_\_\_\_\_  
Ending time: \_\_\_\_\_

Ministry: \_\_\_\_\_ # attending: \_\_\_\_\_

Contact person: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Person to open & close building/room (If key/code are needed please call x205 leave your name and last 4 digits of your Social Security number 2 wks in advance): \_\_\_\_\_

Theme: \_\_\_\_\_

Scripture or slogan: \_\_\_\_\_

Creative concept: \_\_\_\_\_

Details: \_\_\_\_\_

**Check all that will be needed:**

- Paper prod (located in FH coat room /YC kitchen)
  - Tables / chairs (how many)
    - Round 60"
    - Rectangle 6 ft.
    - Café tables
  - YC Kitchen (explain usage ): \_\_\_\_\_
  - FH Kitchen (explain usage): \_\_\_\_\_
  - Refrigerator/Freezer space (explain usage): \_\_\_\_\_
  - Other: \_\_\_\_\_
- Sound
  - TV/DVD player
  - Close YC wall
  - Directional arrows  
(in elevator stairwell/request dry erase markers/chalk)

**Guidelines:**

- \* Anything brought into the room **MUST** be taken when you leave **(esp. all food items)**.
- \* If you move anything in the room for your meeting, the room **must** be put back the way you found it (see the room diagram on the wall for placement of desks, chairs & tables).
- \* If you cancel a scheduled meeting you must notify the church office 732-349-1550 extension 201.

**REGULATIONS FROM THE BOARD OF HEALTH: KEEP ALL FOOD AND DRINK OFF THE FLOOR!**

Sign here \_\_\_\_\_ if you have read and understand these guidelines.