



VB Office/Ministry/Table Usage Request Form

**Overseer Curtis L. Johnson,
Senior Pastor**

Today's Date:
Date Required:

Please complete front and back, and then return to the Pastoral Administrator's mailbox or email to SonjiMAdams@gmail.com before the deadline(s) below.

Type of Request (please check all that apply)

<input type="checkbox"/> Publicity	<input type="checkbox"/> Print Material	<input type="checkbox"/> Ministry Assistance	<input type="checkbox"/> Table Usage
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~ Publicity ~

<input type="checkbox"/> Announcement <i>(Due 1 week prior on Sundays, unless noted)</i>	<input type="checkbox"/> Invitation <i>(Due 5 weeks prior to event)</i>
<input type="checkbox"/> Announcements <input type="checkbox"/> Bulletin <input type="checkbox"/> Video Screen <i>(2 weeks prior on Sundays)</i> <input type="checkbox"/> Pastoral Emphasis-Major Event <input type="checkbox"/> Spotlight-Major Event	<input type="checkbox"/> e-Blast <input type="checkbox"/> Media <input type="checkbox"/> Churches/Groups <i>(please attach list to invite)</i>

~ Print Material ~

<input type="checkbox"/> Copy Attached <i>(If copy ready copy is attached, fill in only to Contact Info)</i>		<input type="checkbox"/> Create Copy		
<input type="checkbox"/> Copies <i>(1 week prior to print date)</i> <input type="checkbox"/> # Needed _____ <input type="checkbox"/> Collated <input type="checkbox"/> Stapled <input type="checkbox"/> Double sided <input type="checkbox"/> Color paper _____	<input type="checkbox"/> Flyer /Flyette <i>(2 weeks prior to print date)</i> <input type="checkbox"/> # Needed _____ <input type="checkbox"/> B/W <input type="checkbox"/> Color Size: <input type="checkbox"/> 8 1/2 x 11 <input type="checkbox"/> 4 1/4 x 5.5	<input type="checkbox"/> Poster <i>(2 weeks prior to print date)</i> <input type="checkbox"/> # Needed _____ <input type="checkbox"/> Color Size: <input type="checkbox"/> 11 x 17 <input type="checkbox"/> 24 x 36 (\$ 60) *	<input type="checkbox"/> New Member/Visitors <i>(2 weeks prior to print date)</i> <input type="checkbox"/> # Needed _____ <input type="checkbox"/> NM Booklet <input type="checkbox"/> Visitor's Booklet <input type="checkbox"/> Member forms <input type="checkbox"/> Other _____	<input type="checkbox"/> Program Booklet/Brochure <i>(4 weeks prior to print date)</i> <input type="checkbox"/> # Needed _____ <input type="checkbox"/> B/W <input type="checkbox"/> Color Size: <input type="checkbox"/> 8 1/2 x 11 <input type="checkbox"/> 8 1/2 x 14

~ Ministry Assistance ~ (3 weeks in advance)

Deacons Finance Ushers Music Sound Recorded Media Kitchen
 Janitorial Other _____

<i>Please Print</i>			
Dept/Ministry:			
Contact Name:	_____ <i>First Name</i> <i>Last Name</i>		
Contact Info:	Phone #:	Email Address:	
Event Details:	Date(s):	Time: <input type="checkbox"/> AM <input type="checkbox"/> PM	Event Name:
	Event @ Sherman Center? <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, approved Facility Use Form on file? <input type="checkbox"/> Yes <input type="checkbox"/> No	Other Location:
	Type of Event: (i.e. meeting, conference)	Scripture:	Theme:
	Speaker:		Affiliation:

Event Details:	Logo, symbol or specific graphics: (attach copy) <input type="checkbox"/> Yes <input type="checkbox"/> No	If no, do you want the office or marketing to create logo or graphics? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, what do you want included in logo or graphics?
	1. What is the purpose/objective of the event? 2. Who is the primary & secondary audience for the event (i.e. church members, community, youth)?		
Event Details: Include any information that would encourage people to attend (i.e. free food, door prizes, etc)	Specific Verbiage (Please attach copy, if more space needed):		
Table Request Approval should be requested at least two weeks in advance Each ministry will be allowed ½ table Foyer table reserved for major events; children's Church tables reserved for ministry and overflow request usage	<input type="checkbox"/> Sun <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat		
	Check one: <input type="checkbox"/> One time event <input type="checkbox"/> Recurs 1 2 3 4 (circle week) Month/Date/Year		
	Type of Usage	<input type="checkbox"/> Ministry handouts <input type="checkbox"/> Registration <input type="checkbox"/> Sell Tickets <input type="checkbox"/> Sell Merchandise <input type="checkbox"/> Other _____	
	Area Requested	<input type="checkbox"/> Foyer <input type="checkbox"/> Children's Church <input type="checkbox"/> Classroom # _____	
Approval	<input type="checkbox"/> Requested Date <input type="checkbox"/> Requested Area <input type="checkbox"/> Other Area _____		
* Budget Approval <i>Please note that the specified charges only apply to items you want professionally created through marketing</i>		Is approved Budget Approval Form on file for requested item(s)? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, amount dedicated for advertising: \$
Office Use Only (please do not write below this line)			
Date Request Received:	Received Required Info: <input type="checkbox"/> Yes <input type="checkbox"/> No If no, date received _____	Date Request Fulfilled:	Originator's Signature:
Facility Use Form on file? <input type="checkbox"/> Yes <input type="checkbox"/> No	Attachments: <input type="checkbox"/> Yes <input type="checkbox"/> No # _____ Name: _____ _____	Staff Contacted/Date <input type="checkbox"/> Deacons/ <input type="checkbox"/> Finance/ <input type="checkbox"/> Ushers/ <input type="checkbox"/> Music/ <input type="checkbox"/> Sound/ <input type="checkbox"/> Recorded Media/ <input type="checkbox"/> Kitchen/ <input type="checkbox"/> Janitorial/ <input type="checkbox"/> Other _____ /	