



Event Request Form

This request form **needs to be approved** before it will be put on the church calendar. Please **don't assume** that it is approved just by filling it out. If this is not related to an East Hills Ministry Event, then a Facility Use Contract will need to be filled out as well agreeing to our facility use guidelines and costs. Thank you for your understanding and patience with the process.

Today's Date: _____ Name of Requestor: _____

Home Phone: _____ Cell Phone: _____ Email: _____

Name of Event: _____ What Ministry: _____

Date of Event: _____ Time of Event (start-end): _____ - _____ # to attend: _____

Arrival time (to set up): _____ Departure time (after cleaning/setting back up): _____

What rooms will be needed?

- Worship Center
- Kitchen
- Lobby
- Office
- All Classrooms
- Specific Classroom(s): _____
- Whole Facility
- Off Campus (location?): _____

Please describe the reason for the event requested: _____

Section B: Tech and Media Requests

A fee may be required for tech needs in order to hire 'approved' tech personnel.

Speaker/Lecturer Requests/Needs:

- Wireless handheld microphone (how many? _____)
- Hands-free wireless microphone (how many? _____)
- Corded microphone (how many? _____)

Live Music Requests/Needs:

- Vocalist (how many? _____)
- Electric guitar (how many? _____)
- Acoustic guitar (how many? _____)
- Other instruments (please specify): _____
- Drums
- Keyboard (how many? _____)
- Bass guitar

Does this event require a slide show or video? Yes No

Lighting Requirements (please describe in detail): _____

Staging Requirements (please describe in detail): _____

FOR OFFICE USE ONLY:

Reviewed on (date): _____ Result? Approved Not Approved

Comments: _____

Facility Use Contract required? Yes No

EHCC Staff Contact: _____

Host/Tech Person Assigned: _____