

This box is for Office Use Only

Approval date: _____

Calendar date: _____

Staff Signature: _____



Event/Meeting Form

Please fill out the following information to better help us serve your ministry. Please type if possible.

What ministry is this event/meeting for? _____ Event/Meeting Title _____

Where is the event/meeting located? _____

Day of the week _____ Date of the event/meeting __/__/__ to __/__/__

Time of this event/meeting: Begins _____ AM/PM Ends _____ AM/PM

Set up time _____ AM/PM (if different from start time)

If this event is at **Son Valley Ranch** please indicate space desired:

LEGACY HALL PAVILION RANGE PLAYGROUND CAVE LIVING WATERS POOL POND
GARDEN TRAILER OTHER _____

Projected budget for this event \$ _____ How do you plan on paying for this event: donations, ministry budget, church budget, etc? _____

Will you need someone to unlock/open the gates/building? _____

Will you need church equipment? If so, please list items you will need. _____

What promotion is planned for this event? _____

If you have more details that need to be announced, please list them below. This will help our social media and design team promote this event. _____

IF YOU ARE RESERVING SPACE AT SON VALLEY RANCH, THE FOLLOWING AREAS MUST BE FILLED OUT.

Person responsible for clean-up, trash, and security _____ Contact phone # _____

Number of persons attending _____ Purpose of event/meeting _____

Tables needed, round _____ rectangle _____ Chairs needed _____

Once your location and times are set, please do not make changes as these will be seen on our website.

This form must be filled out **four weeks/30 days** in advance of your requested event/meeting.

Signature _____ Date _____