



Voice Ministries

EVENT REQUEST FORM Revised 1/10

1610 S. Nappanee Street Elkhart, IN 46516 | 574 970 9240 phone | www.voiceministries.com

All requests for events must be approved by the Voice Ministries Core Leadership Team before proceeding. You will be contacted by the Communication Team regarding the status of your request (approved or denied) within two weeks of submission of the form. Please complete all information.

Date Turned in _____

Organization / Individual Name _____

Address _____

City _____ State _____ Zip _____

Home Phone _____ Work / Cell Phone _____

Email _____

Regularly attend Voice Referred by _____

Contact Person / Phone (if different from above) _____

EVENT INFORMATION

Event Date _____ Event Time (begin/end) _____

Event Title _____

Event Purpose _____

Horizon Center Rooms requested (Contact office for list of charges.) _____

Auditorium (seats 650) Fellowship Hall (seats 240) Lobby (seats 300) Arena (seats 100)

Small Room (seats 25-30) Kitchen Nursery/Toddler Rooms

Camp Rooms requested _____

Meeting Room (seats 30-50)

How many people might attend? _____

Will there be sound, lighting, or media needed? (There is a charge for these services.) _____

VOICE INFORMATION (FOR EVENTS THAT ARE PART OF THE MINISTRY - CONFERENCES, TRAININGS, ETC.)

Please see the Event Checklist on reverse side for specific information on each area you should cover to make your event successful.

Are any funds necessary to host this event? If so, how much, and for what items? _____

Will an offering be taken? _____ Will a registration form be necessary? _____

Would a registration fee be appropriate? If so, how much? _____ How will event be publicized? _____

APPROVAL yes no Calendar/Communications yes no Operations Director

_____ yes no Core Leadership Team



EVENT CHECKLIST

1. Complete Event Request Form.

- Event Purpose – Every event should have a clearly defined purpose integrating specific purpose points to reach the intended end.
- Dates and location requested
- Cost to host event and fundraiser
- Registration, fees, offering

2. Get Approval.

- All requests for events must be approved by the Voice Ministries Core Leadership Team before proceeding. You will be contacted by the Communication Team regarding the status of your request (approved or denied) within two weeks of submission of the form.

3. Make necessary arrangements for event (only after approval).

- Schedule Event Date – Because of the large number of simultaneous ministry activities at Voice, all event dates must be approved.
- Schedule Event Room – Because of the variety of needs and the uniqueness of each event, some rooms may be better suited than others for your event. See Scheduling Coordinator [Nancy Dudka] to find the appropriate meeting room.
- Registration Form Completion – Some events may necessitate pre-registration forms, scheduling of fundraising, registration fees and offerings. For some events it may be necessary to raise funds, charge registration fees or take offerings. See Operations Director [Joshua Petrillo] to create registration forms, and regarding the fees or offering.
- Schedule Hospitality Team – All events should have some form of hospitality. Whether it is as simple as coffee and cookies or as extravagant as a full meal we should plan to serve our guests. Therefore, see Scheduling Coordinator [Nancy Dudka] to schedule event appropriate items.
- Schedule Greeting Team – All events should have some form of Greeters. We want our first impression to be joyful and welcoming to everyone. Whether it is as simple as two Greeters at the door or the whole Greeting Team for larger events, we want to serve and give clear direction to our guests.
- Schedule Worship Team – Most events will want to have a time of praise and worship. Therefore, because of the limited worship leaders and their time, please schedule them as far in advance as possible. See appropriate worship leader.
- Schedule Clean-up Team – It is important that the room be returned to its proper order. Please be sure to have a team ready to pick up trash, vacuum, straighten chairs, etc. See Director of Operations [Joshua Petrillo] for more information.

4. Promote event.

- E-Mail – Send out email to correct group. This will require writing a short, precise description filled with grace and salt to create hunger about the meeting. (See Nancy Dudka)
- Phone Tree – (See Nancy Dudka)
- Flyers/Brochures/Posters/Website/Video Announcements – (See Joshua Petrillo)
- Announcements – Get announcement in the Engage. You may use the same description written for the email. (See Nancy Dudka)

5. Have Good Event!

6. Follow-up