



## MIDWAY WEST CHURCH

### EVENT REQUEST

**Events must be submitted a minimum 6 weeks prior to event.**

**Mission Trips/Camps/Retreats must be submitted minimum 3 - 6 months prior to the event.**

Name of Event \_\_\_\_\_

Day and Date of the Event \_\_\_\_\_

Event Location (Name of Venue) \_\_\_\_\_

(Address/City/State) \_\_\_\_\_

(Website) \_\_\_\_\_

Purpose of the Event \_\_\_\_\_

Targeted Audience \_\_\_\_\_

Event Coordinator \_\_\_\_\_

Coordinator's Cell Phone # \_\_\_\_\_

### **Pre-Planning and Event Follow up**

#### **Pre-Planning**

What Adult Leaders are on your Planning Team? \_\_\_\_\_  
\_\_\_\_\_

What Youth Leaders are on your Planning Team? (If a Youth Event) \_\_\_\_\_  
\_\_\_\_\_

Planning Team Meeting Dates \_\_\_\_\_

#### **Event Follow up**

*This is for you and your team as a reminder to schedule a Follow up Meeting – you are not required to turn in your meeting dates and notes.*

Follow up meeting dates \_\_\_\_\_

Pros & Cons discussed and notes taken? \_\_\_\_\_

## **EXPENSES**

### **Event Cost**

Total Amount Budgeted for the Event \_\_\_\_\_

☐ Participants will be responsible for paying all expenses on his/her own

☐ From the Church Budgeted Funds

Ministry A/C Name \_\_\_\_\_

Approved by that Ministry Director \_\_\_\_\_

Names and Date Approved

☐ Leader/Chaperone Expenses

☐ Leader/Chaperone is responsible for their own expenses

☐ Leader/Chaperone's Expenses will be covered by:

☐ Participant Cost will be increased to cover the Leader/Chaperone's Expenses

Total Expenses \_\_\_\_\_

Entrance Fees \_\_\_\_\_

☐ Ministry Budget Funds

Ministry A/C Name \_\_\_\_\_

Approved by that Ministry Director \_\_\_\_\_

Names and Date Approved

### **Participation**

Maximum Number of Participants \_\_\_\_\_

Minimum Number of Participants \_\_\_\_\_

If less than the minimum number of participants are registered (and deposits paid)  
by the Deposit Due Date, the event will be cancelled

Targeted Age Group

☐ Children (birth through 5th grade)

Number of Adults needed (1 to 8 Ratio minimum)

☐ Youth (6th grade through 12 grade)

Number of Adults needed (1 to 8 Ratio minimum)

☐ Adults (College to Senior Citizens)

### **Deposits**

Per-person Deposit \$ \_\_\_\_\_

Per-person Deposit Due Date \_\_\_\_\_

Per-person 2<sup>nd</sup> half of the Deposit Due Date \_\_\_\_\_

(This only applies if the deposit is a HUGE amount and needs to be offered in two payments)

Final Payment Due Date \_\_\_\_\_

Types of payment - Cash or Check (make check payable to Midway West Church).

**Event Coordinator will be responsible for turning in the funds collected weekly with a spreadsheet of who has paid, type of payment and balance due.**

## Admission/Registration

Admission Fee/Registration Fee Per-person \$ \_\_\_\_\_

☐ Participant needs to bring and pay amount on his/her own

☐ Participant needs to purchase their ticket or register, on their own, before the event

Website they need to go to: \_\_\_\_\_

Pre-Registration deadline: \_\_\_\_\_

☐ Participant can purchase their ticket or register at the event

☐ Day-of-Event price will be \$ \_\_\_\_\_

☐ Day-of-Event price will be the same as pre-registration fee

☐ This amount to be paid to Midway West Church

## Food – Meals and Snacks

Total food cost per day/per person \$ \_\_\_\_\_

☐ Breakfast \$ \_\_\_\_\_ times # of Days \$ \_\_\_\_\_

☐ Lunch \$ \_\_\_\_\_ times # of Days \$ \_\_\_\_\_

☐ Dinner \$ \_\_\_\_\_ times # of Days \$ \_\_\_\_\_

☐ Snacks \$ \_\_\_\_\_ times # of Days \$ \_\_\_\_\_

☐ Participant needs to bring money and pay amount on his/her own food and snacks

☐ This amount is included in the Registration Fee

## Transportation

Transportation – How will the participants get to the venue?

☐ Participants are responsible for arriving at the venue on his or her own

Arrival time at venue \_\_\_\_\_

Meeting location at venue \_\_\_\_\_

☐ Participants are to meet at Midway West Church ride together to the venue

☐ Participants will travel in personal vehicles

☐ Midway West Church will rent a van

Van Rental \$ \_\_\_\_\_

Fuel Price (round trip) \$ \_\_\_\_\_

Parking Fee \$ \_\_\_\_\_

Arrival time at Midway West on Departure Date \_\_\_\_\_

Arrival time at Midway West on Return Date \_\_\_\_\_

## Free Time

What events are planned for Free Time? \_\_\_\_\_

☐ Free Time Pricing per-person \_\_\_\_\_

☐ This amount is included in the Registration Fee

☐ Participant needs to bring and pay amount on his or her own

## Promotion and Calendar

Date this form was emailed to the church office \_\_\_\_\_

Date confirmation received from church office \_\_\_\_\_

Does the event conflict with another church wide event? \_\_\_\_\_

☐ If so, what event? \_\_\_\_\_

Reason this event was planned at the same time \_\_\_\_\_

### Promotion Requests

☐ Promotion Material

The event has Promotional Material available  
(Posters, Fliers, Slides, Promotional Videos, etc.)

☐ Website: \_\_\_\_\_

☐ High Resolution Graphic emailed to Media Team

Basic Information for Promotional Material

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

☐ Web

Start Date \_\_\_\_\_

End Date \_\_\_\_\_

☐ Facebook

Start Date \_\_\_\_\_

End Date \_\_\_\_\_

Text for Facebook Page (must be SHORT)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

☐ High Resolution Graphic emailed to Media Team

Which Facebook Page?

☐ Midway West Church

☐ Midway West Church Family Page

☐ Midway West Student Ministry Page

☐ Young Adults at Midway West (College) Page

☐ \_\_\_\_\_

☐ Sunday Stage

Start Date \_\_\_\_\_

End Date \_\_\_\_\_

<input type="checkbox"/> Email	Drop Date _____ <input type="checkbox"/> List of recipients given to church office <input type="checkbox"/> Text for email send to Media Team
<input type="checkbox"/> Mail Outs	Cost \$ _____ Drop Date _____
<input type="checkbox"/> Posters	Cost \$ _____ Drop Date _____
<input type="checkbox"/> Church Group Text	Text for Group Text (must be SHORT) _____ _____ <input type="checkbox"/> Deposit Reminder <input type="checkbox"/> Event Reminder
<input type="checkbox"/> Other	_____

## **Participants need to Bring**

What do participants need to bring?

- |  |   |
|--|---|
| <input type="checkbox"/> Bible                               | <input type="checkbox"/> Cell phone (cell phone use policy) |
| <input type="checkbox"/> Notebook and Pen                    |   |
| <input type="checkbox"/> Bedding                             | <input type="checkbox"/> _____                              |
| <input type="checkbox"/> Toiletries                          | <input type="checkbox"/> _____                              |
| <input type="checkbox"/> Swimsuit                            | <input type="checkbox"/> _____                              |
| <input type="checkbox"/> Tennis Shoes/Sneakers (closed toed) | <input type="checkbox"/> _____                              |
|  | <input type="checkbox"/> _____                              |
|  | <input type="checkbox"/> _____                              |

## **Insurance and Background Checks**

### **Medical Release Forms**

This forms serves as a request for Parent/Medical Release Forms from the church office

- ☐ Event Medical Release Forms received from the church office
- ☐ Event Medical Release Forms distributed to participants

### **Background Checks**

- ☐ List given to the church office of all Adults involved with this event  
Date list emailed to church office \_\_\_\_\_
- ☐ Current Background Checks on leaders confirmed  
Date confirmation received \_\_\_\_\_