



Event Request Form

In order to accommodate all event requests by all ministries of St. James, events that will be held on the St. James campus or be included on the St. James Calendar need to be requested in advance and approved by the office staff. Staff will review all requests during their Tuesday meeting, so please allow at least 1-2 weeks for confirmation. This form should be turned in to Shanelle Calvin in the Church Office.

Thank you for your cooperation!

Event Information

Event _____ Event Times _____

Event Date _____ Alternate Date _____

Event Contact _____ Phone Number _____

Contact Email _____ # of Guests _____

Space Requested
Check all that apply– be specific!

____ Fellowship Hall

____ Large Parlor

____ Room # _____

____ Kitchen

____ Small Parlor

____ Sanctuary

____ Activities Building*

*Please use the AB Space Request Form for details

____ Other _____

Set-Up Information
Please use the back of this form to draw a diagram!

Set-up Start Time _____ Clean-up End Time _____

____ Meeting (4 tables in a square, seats 16)

____ Lecture (rows of chairs facing one direction)

____ Meal Seating (Round Tables, seat 8 each)

____ Empty Space

____ Additional Rectangle Tables (include #)

____ Additional Round Tables (include #)

____ Other _____

Equipment Needs
 Include number, as needed

____ Microphone(s)

____ Choir Platforms/Risers

____ TV ____ VCR ____ DVD

____ Projector ____ Screen

____ Easel ____ White Board

____ Other _____

Marketing Requests
Event Communication is key to success! Please remember that there are many promotional requests. We will do our best to give every event equal consideration!

Bulletin Insert Dates _____

Sunday Verbal Dates _____

Chapel Notes Dates _____

Banner* Dates _____

*Groups are responsible for purchasing their own banner!

Please fill out the Design Request Form to have your event promoted with flyers or online.

Office Use Only

Date Approved _____ Staff Liason _____ Confirmed w/ contact on _____