

Grace Harbor Event Planning Form

To provide efficient communication regarding your upcoming event, please complete all necessary spaces and return this form to the office at least two weeks prior to your event.

OFFICE USE ONLY		
Received By:	Date:	<input type="checkbox"/> Added to Calendar
Approved By:	Date:	

Ministry Team:	
Contact Person:	Today's Date:
Email Address:	Cell Phone:
Alternate Contact:	Cell Phone:

Title of Event:	
Curriculum/teaching/content:	
Date(s) Requested:	If recurring Start: End:
Who will attend/invited:	Time:
Communication Plan (Cancellation notifications, time change, etc):	

Facility

Areas Requested: <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div> <input type="checkbox"/> Sanctuary <input type="checkbox"/> Kitchen </div> <div> <input type="checkbox"/> Children's <input type="checkbox"/> Youth Room </div> <div> <input type="checkbox"/> Infant Nursery <input type="checkbox"/> Toddler Nursery </div> <div> <input type="checkbox"/> Off Site </div> </div>	
Entrance door: Special equipment requested: Access to building: <input type="checkbox"/> Need Keys <input type="checkbox"/> Have Keys	
Cleaning plan:	

- Are you a member of Grace Harbor Church of Sitka, Alaska? ☐ Yes ☐ No
- Is this activity a “for profit” event ☐ Yes ☐ No
- Is this activity a recruitment event for a business ☐ Yes ☐ No
- Is there a curriculum that will be taught? ☐ Yes ☐ No
- If there is a curriculum, please attach a copy of the outline of material to be covered.

As a member of Grace Harbor Church, I verify that this event/study aligns with the Grace Harbor Statement of Faith and Church Covenant.

Signature (Type in your name)