

# ODPC Event Request Form

**Form must be turned in 6wks prior to event date and are subject to the ODPC Event Policy**

If you would like to complete this form online, please scan the code below



**Event Name:** \_\_\_\_\_

**Start Date of Event:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Day of Week:** \_\_\_\_\_

**End Date of Event:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Day of Week:** \_\_\_\_\_

**Is your event recurring?** Yes \_\_\_ No \_\_\_ Weekly \_\_\_ Monthly \_\_\_ Yearly \_\_\_

**Is your event a multi-day event?** Yes \_\_\_ No \_\_\_ Days: M T W Th F S Su

**What is your event time?** \_\_\_\_:\_\_\_\_ AM \_\_\_ PM \_\_\_ To \_\_\_\_:\_\_\_\_ AM \_\_\_ PM \_\_\_

**Rooms/Spaces/Areas Requested:** \_\_\_\_\_

**If requesting the LFLC:** # of tables \_\_\_\_ # of chairs per table: \_\_\_\_ Chairs only \_\_\_ # \_\_\_\_

**Set up time:** \_\_\_\_:\_\_\_\_ AM \_\_\_ PM \_\_\_ **Clean up time:** \_\_\_\_:\_\_\_\_ AM \_\_\_ PM \_\_\_

**Contact for Event:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

Event contact is responsible for all event setup, cleanup, and room restoration. Special setups or Buildings and Grounds Team support is only allowed in the Lyerly Family Life Center, requires approval, and depends on availability.

**Is this event off campus?** Event address: \_\_\_\_\_

ODPC Does not provide support for off campus events.

**Will your event collect funds?** If yes, must email our Financial Admin at [cthompson@odpc.org](mailto:cthompson@odpc.org)

**Does your event need promotion?** Yes \_\_\_ No \_\_\_ **If yes, turn sheet over**

**Describe your event:** \_\_\_\_\_

**Does your event have other support needs, like Audio/Visual, Automated Doors, etc?**

Yes \_\_\_ No \_\_\_ **If yes, turn sheet over**

### Promotional Requests:

- ☐ Promotion from Pulpit and in Bulletin   ☐ Posters   ☐ Sign Up Sheets
- ☐ Promotion on ODPC'S Website, App, & Social Media

### Audio & Video Requests:

- ☐ Tech Training  
☐ TV and/or DVD player  
☐ Video Projector  
☐ P/A System  
☐ Hand or Lapel Mics  
☐ Music

### Support Requests:

- ☐ Safety Team  
☐ Custodial Staff\*  
☐ \_\_\_\_\_

### Automated Doors Requested:

- ☐ Welcome Center - Front  
☐ Welcome Center - Back  
☐ Hall / North Entrance  
☐ Office

Time \_\_\_\_:\_\_\_\_ to \_\_\_\_:\_\_\_\_ AM\_\_ PM\_\_

*\*Indicates that this option may require special approval or fee.*

### For Office Use Only:

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Approved by:

- ☐ Session   ☐ Senior Pastor   ☐ Financial Administrator   ☐ Discipleship
- ☐ Building & Grounds Team   ☐ Media Director   ☐ Kitchen Team   ☐ Childcare   ☐ Safety Team

Approved by Executive Assistant to Pastor:

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Initial: \_\_\_\_\_

Added to Master Calendar: Yes \_\_\_\_ No \_\_\_\_

Annual Approval: Yes \_\_\_\_ No \_\_\_\_ If Yes, Date of Renewal: \_\_\_\_/\_\_\_\_/\_\_\_\_

Signed for Annual Approval: \_\_\_\_\_