

# Hopewell – Request Form

Complete this form for preliminary authorization of requests. The MINIMUM TIME needed to process your event is one (1) month. \*Please be advised when requesting the service of other ministries it is the **requestor's responsibility** to notify the President of that ministry for availability (30 day prior notice). **All agreements with outside vendors must be submitted for approval and signed by to the Pastor of Operations, prior to event planning.** Approval notification will be placed in your ministry mailbox or emailed to you.

**RETURN COMPLETED FORM TO PASTOR OF OPERATIONS OR FAX TO 904-268-5321.**

## *Basic Information*

District/Ministry sponsoring the event: _____ Today's Date: _____	
Primary Contact Name: _____ Phone Number: _____	
Email Address: _____	
Day(s) and date(s) of event: _____ Name of Event: _____	
Event Start Time _____ <input type="checkbox"/> a.m. or <input type="checkbox"/> p.m. Estimated End Time: _____ <input type="checkbox"/> a.m. or <input type="checkbox"/> p.m.	
Who may attend? <input type="checkbox"/> Hopewell Members only <input type="checkbox"/> Ministry only <input type="checkbox"/> Open to the public Estimated attendance _____	
Briefly describe this event: _____	

## *Event / Activity Requirements*

Location	<input type="checkbox"/> Chapel	<input type="checkbox"/> Hopewell Classroom	<input type="checkbox"/> Fellowship Hall	<input type="checkbox"/> Gymnasium
	<input type="checkbox"/> Rehearsal Hall	<input type="checkbox"/> Sanctuary	<input type="checkbox"/> St. Johns Campus	
Vehicle	<input type="checkbox"/> Truck	<input type="checkbox"/> 14 Seat Van	<input type="checkbox"/> 29 Passenger Bus (E250)	<input type="checkbox"/> 29 Passenger Bus (F550)
*Other Ministries assistance needed? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, ministry name(s) _____				
Special requirements (include estimated number needed) : (chairs, tables, microphones, etc) _____				
Is there an outside speaker? <input type="checkbox"/> Yes <input type="checkbox"/> No Has the speaker been approved by Pastoral Staff? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Requesting Now				
Speaker's Name: _____		Speaker's Contact Number: _____		
<b>ANNOUNCEMENT:</b> (All announcement postings (program, video, website, etc.) are at the discretion of the Pastor of Operations.)				
Would you like the event announced? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes provide a <b>suggestion</b> on the announcement wording? List important information. _____ _____				
If funds are needed have you completed and submitted a <b>Voucher F1504</b> (available online)? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Funds will be removed from? <input type="checkbox"/> Assessments <input type="checkbox"/> Budget <input type="checkbox"/> Other (please list) _____				
Important Additional Information (please note any set up time, clean up time): _____ _____				

**Signature of Requestor (NO electronic signatures accepted) Date** Hopewell does not loan or allow anyone to borrow church property.

ADMINISTRATIVE USE ONLY		
Date Received:	Request Approved? <input type="radio"/> Yes <input type="radio"/> No	Announcement Approved? <input type="radio"/> Yes <input type="radio"/> No
Comment: _____		
Approved By:	Date:	Added to Calendar? <input type="radio"/> Yes <input type="radio"/> No