

# Activity Request Form

This form must be completed and turned into the church office two weeks prior to the requested activity.

**Group Info**

Group Name: \_\_\_\_\_

Leaders: \_\_\_\_\_

\_\_\_\_\_

Leader's Phone (number where leader can be reached during the activity): \_\_\_\_\_

**Information**

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Location: \_\_\_\_\_

Schedule of events: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Resources Needed: \_\_\_\_\_

Transportation Needs: \_\_\_\_\_

**Budget**

a) Expected Income from event (ticket sales, donations, etc.): \$ \_\_\_\_\_

b) Expected Expenses from event: \$ \_\_\_\_\_

c) Estimated Budget (subtract line "b" from line "a"): \$ \_\_\_\_\_

**Church Office** - how can we help you?

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Bulletin Announcement | <input type="checkbox"/> Rent Transportation | <input type="checkbox"/> Reservations    |
| <input type="checkbox"/> Sunday Announcements  | <input type="checkbox"/> Make phone calls    | <input type="checkbox"/> Contact helpers |
| <input type="checkbox"/> Other: _____          |  |  |

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Office Use Only**

Accept:		Date Received:	
Decline:		Key Fob:	
Reschedule:		Questions:	