



**Vigor Youth Ministries, Inc**  
**EVENT REQUEST FORM**

TITLE OF EVENT: \_\_\_\_\_

Purpose of Event: \_\_\_\_\_

Anticipated Event Date: \_\_\_\_\_ Alternate Date: \_\_\_\_\_

Desired Venue: \_\_\_\_\_

**TYPE OF EVENT:**

- Breakfast                       Brunch                       Luncheon                       Open House  
 Service                       Seminar                       Other: \_\_\_\_\_  
 Reception                       Conference

Intended Musical Guests: \_\_\_\_\_

Intended Speakers: \_\_\_\_\_

Ministry Sponsoring the Event: \_\_\_\_\_

Funding for event will be provided by:

Department Budget                      (General Ledger Number: \_\_\_\_\_)

Other: \_\_\_\_\_

(Be Specific)

**Other Possible Assistance Needed:**

- Graphics/ Printing                       Caterer                       Hosts/ Hostesses                       Tables: \_\_\_\_\_  
 Mailing Lists & Service                       Sound Technician                       Security/Parking                       \_\_\_\_\_  
 Administrative Support                       \_\_\_\_\_                       \_\_\_\_\_                       \_\_\_\_\_

**A Detailed Budget must be submitted and distributed with this form**

**Event Request Submitted By:**

\_\_\_\_\_  
*Name*

\_\_\_\_\_  
*Date*

**Approved By:**

\_\_\_\_\_  
*Kean L. Sutton/Senior Pastor*

\_\_\_\_\_  
*Date*

*Copies must be submitted to: Administration/Finance Department/Senior Pastor's Office*

## CHECKLIST FOR EVENTS

### GUESTS

- Determine Guest List
- Determine Method of Mailing invitations(first class; non-profit bulk; email)
- Determine RSVP Contact Person
- Draft Invitation (include RSVP information if food will be served, materials distributed, or limited seating)
- Send invitation to be proofed
- Make corrections to invitation
- Print Invitations
- Mail invitations
- Prepare name badges

### VENUE

- Reserve venue
- Complete contract, copy, return original
- Arrange for sound equipment
- Organize volunteers
- Organize hosts & hostesses
- Arrange for podium
- Make lodging arrangements (guest ministries, musical guests, speakers)

### FOOD AND BEVERAGE

- Contact Caterer
- Determine Menu
- Site visit with caterer if needed
- Contact caterer with final headcount

### MARKETING

- Place event on calendar
- Contact Graphic department for design and printing assistance
- Send flyers/posters for proofing
- Draft PSA
- Send PSA for proofing
- Make corrections to flyers/posters
- Make corrections to PSA
- Print media envelopes
- Print flyers/posters
- Fax PSA's

### PROGRAM

- Determine program participants
- Draft Letter of invitation to program participants (include a response date)
- Draft Program
- Collect Materials and Handouts
- Order supplies for materials and handouts
- Send program for proofing
- Make corrections to program
- Print program
- Send confirmation letters for program participants
- Prepare materials and handouts
- Make arrangements for any decorations