



For Office Use Only
Approved by: _____

Date: _____

Westside Event Planning Request Sheet

ON CAMPUS EVENT:

Ministry: _____ Name of Event: _____

Date of Event: _____ Actual Time of Event: _____

Areas Needed: _____ Time/Date of Setup: _____

Number of people expected: _____ Purpose of Event: _____

Point of Contact: _____ Phone # _____

Will you need any equipment? (tables, chairs, TV, etc...) _____

OFF CAMPUS EVENT:

Ministry: _____ Name of Event: _____

Date of Event: _____ Actual Time of Event: _____

Time Leaving: _____ Time Returning: _____

Location of Event: _____ # of People Attending: _____

Vehicle(s) Needed: _____ Purpose of Event: _____

Bus Driver (if applicable): _____

Point of Contact: _____ Phone #: _____

FOR ALL EVENTS:

Will any items be sold at this event? Yes No

Is this event a fundraising event? Yes No

If yes, please submit a Fundraiser Request form to the Church Office for the Stewardship Team's consideration.

If you would like your event publicized in our bulletins or newsletters,
please email Heather at ministry@westsidewaynesville.com
with the information to be publicized.