

# Activity Request

## Trinity Assembly of God

205 W. Wall St, Algood, TN, 38506  
 (931) 537-9830 - Office  
 (931) 537-3086 - Fax

Date Submitted: \_\_\_\_\_

Activity Name: \_\_\_\_\_

Activity Date: \_\_\_\_\_

Department: \_\_\_\_\_

Day(s) of Week: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Beginning Time: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Ending Time: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Setup Time: \_\_\_\_\_

## Location

### Main Building:

- Sanctuary
- Choir Room
- Little Champs
- North Classroom
- Other: \_\_\_\_\_

### Admin Building:

- AD 109 (Old Youth Room)
- Kids Church Room
- Kitchen
- AD 104
- AD Conference Room

### Annex Building:

- Upstairs Red
- Upstairs Green
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_

### Fuel Student Center:

- Living Room
- Sanctuary
- Game / Cafe
- Outdoor Courts
- Other: \_\_\_\_\_

### Miscellaneous Areas:

- Trinity Place
- Ranger Building
- Outreach Center
- Chi Alpha
- Playground
- Parking Lots

### Other Facilities:

### Non-Church Location:

## Transportation

Contact the Church Office for an approved list of Bus Drivers

### Vehicle

- Dodge Van
- Chevy Van
- 25 Passenger Bus (07)
- 25 Passenger Bus (02)
- 33 Passenger Bus
- Ministry Truck
- Pickup Truck
- Small Trailer
- Large Trailer

### Driver

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Equipment & Supplies

### Equipment Needed

- TV / VCR / DVD
- Sound Equipment
- Projector - Portable
- Projector - Stationery
- Screen
- Video Camera - Portable
- Sound Technician
- Projection Technician

### Supplies Needed

- Large Plates: \_\_\_\_\_
- Small Plates: \_\_\_\_\_
- Coffee Cups: \_\_\_\_\_
- Cold Cups: \_\_\_\_\_
- Bowls: \_\_\_\_\_
- Spoons/Forks: \_\_\_\_\_
- Table Covers: \_\_\_\_\_
- Coffee: \_\_\_\_\_

## Describe Room Setup

# of Tables: \_\_\_\_\_ # of Chairs: \_\_\_\_\_

**Activity Information** Detailed information is required for activity approval and advertising

**Total Cost:** \_\_\_\_\_

**Deposit Amount:** \_\_\_\_\_

**Class/Age Group Activity is for:** \_\_\_\_\_

**Deposit Deadline:** \_\_\_\_\_

**Are Children Invited?**  Yes  No

**Registration Deadline:** \_\_\_\_\_

**Expected Attendance:** \_\_\_\_\_

**Event Description**

Advertising dates may be adjusted according to the number of activities on the Church calendar

**Advertising**

**Sign-Up / Registration**

Pre-Service Slide Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
 Bulletin Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
 Other: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Information Desk Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
 Table Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
 Other: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

**Office Work Request**

Postcard  Flyer  Letter  Brochure  Poster  Sign-up Sheet  Other \_\_\_\_\_  
Number of copies needed: \_\_\_\_\_ Need by date: \_\_\_\_\_ Mail by date: \_\_\_\_\_

**Media Request**

Video taping needed?  Yes  No Photographer needed?  Yes  No

How will media be used?

Editing of video footage?  Yes  No Other requirements: \_\_\_\_\_  
**(REQUIRED:)** Department Head Approval: \_\_\_\_\_ Pastoral Approval: \_\_\_\_\_

Remember to submit any other forms related to this event, e.g.: Purchase Requisition  
If you have any questions when filling out this form, please call the Trinity church office at 931-537-9830.

**Approvals (For Office Use Only)**

**Department Head** \_\_\_\_\_ **Pastoral** \_\_\_\_\_ / \_\_\_\_\_

**Added to Church Calendar?**  Yes  No

**Notes:**