

Building/Event Request

Today's Date

Please complete all fields. It is our desire that each event at Messiah be God honoring and successful. The more you include, the better we can respond to your needs.

EVENT/TOPIC NAME (one sheet per event)

1 WHAT

Ministry/Organization Name

Contact Name Email & Phone (w/extension)

2 WHEN

Event Dates Times

How to register Communication Card Welcome Center Information Central Web Other

Registration Deadline Cost

3 WHERE

Room Reservation will be confirmed via email...

Preferred Location Worship Center Family Life Center Other

Equipment TV DVD VCR Computer Projection Microphone Other

Kitchen (PIC name) Email & Phone

4 WHO

Target Audience Public Faith Family **How many are you expecting?**

5 APPROVAL

EVENT

Staff Sponsor Signature

FACILITIES

Facilities Manager Signature

Communications
Messiah Lutheran Church
989.835.7143 x217
communications@messiahbc.org

