



# Maranatha SDA Church

## Communications & Event Request Form

To provide communication regarding your upcoming event, please complete all designated spaces and return to Tabitha Thompson at least 30 days before the event. **(Funeral/repasts required a 7-day notice when possible.)** *Note: Your event must be approved by the church board first.*

**\*Required field**

|                     |               |
|---------------------|---------------|
| Ministry in Charge* | Today's Date* |
| Contact Person*     | Home Phone    |
| Email Address*      | Cell Phone*   |

|                            |                              |                          |
|----------------------------|------------------------------|--------------------------|
| Name & Type of Event*      | Date of Event*               |                          |
| Event Start Time*          | Event End Time*              |                          |
| Setup or Promo Start Time* | Break Down or Promo End Time | # of People Expected*    |
| Rehearsal time needed? *   | Rehearsal Date               | Rehearsal Time (2hr max) |

### Communications\*\*

- MIX Announcement (YT and FB included)   
  Flyers - (See Comm dept.) \_\_\_\_\_   
  Text Announcement  
 Email Blast                                     
  Printed Programs: \_\_\_\_\_   
  Bulletin

**Please note: ONLY Maranatha, SAC or GAAA events will be included in the Mix announcements. Also, some events are for inhouse communications and others are for public announcements**

**\*\*You are responsible for emailing your written announcement and any graphics along with this form to [comm@maranathasda.com](mailto:comm@maranathasda.com) 2 weeks before your event.**

### Facility

|                                                                                                                                                    |                                                                                                                                                                                                                                                                                        |                                                 |
|----------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|
| Area requested* - <i>If your event is not at the church, please state the location:</i> _____                                                      |                                                                                                                                                                                                                                                                                        |                                                 |
| <input type="checkbox"/> Sanctuary                                                                                                                 | <input type="checkbox"/> Choir loft                                                                                                                                                                                                                                                    | <input type="checkbox"/> W.D.S. Fellowship Hall |
| <input type="checkbox"/> Classrooms                                                                                                                | <input type="checkbox"/> Mother's Room                                                                                                                                                                                                                                                 | <input type="checkbox"/> Kitchen                |
| <input type="checkbox"/> Upper Parking Lot                                                                                                         | <input type="checkbox"/> Lower Parking Lot                                                                                                                                                                                                                                             | <input type="checkbox"/> Music Room             |
| Tables requested:<br><input type="checkbox"/> Round <input type="checkbox"/> Square Amt: _____<br><input type="checkbox"/> Chairs per Table: _____ | Please indicate your desired table setup: <b>See page 3 for layout</b><br><input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F <input type="checkbox"/> G<br>Other: _____ |                                                 |
| Special Instructions:                                                                                                                              |                                                                                                                                                                                                                                                                                        |                                                 |

**Media/Music Ministry**

|                                                                                                                                                                                           |                                                                                                                                            |                                                              |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|
| Sanctuary:<br><input type="checkbox"/> Sound<br><input type="checkbox"/> Projector<br><input type="checkbox"/> Microphones: How Many: ____<br><input type="checkbox"/> Presentation/Video | Fellowship Hall:<br><input type="checkbox"/> Sound<br><input type="checkbox"/> Television<br><input type="checkbox"/> Microphones: (2 Max) | Other Equipment<br><br><input type="checkbox"/> Other: _____ |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|

**Social Media:**

Mix announcements automatically include YouTube and Facebook

Special Instructions:

**Culinary Ministry**

|                                                                   |                                                                                    |                                                    |
|-------------------------------------------------------------------|------------------------------------------------------------------------------------|----------------------------------------------------|
| <input type="checkbox"/> Repast<br><input type="checkbox"/> Other | <input type="checkbox"/> Dinner<br><input type="checkbox"/> How many guests? _____ | <input type="checkbox"/> Light Snacks/Refreshments |
|-------------------------------------------------------------------|------------------------------------------------------------------------------------|----------------------------------------------------|

Suggested Menu:

**Ministries Needed**

|                                                                                                        |                                                                                                                            |                                                                                                        |
|--------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Ushers<br><input type="checkbox"/> Music<br><input type="checkbox"/> Culinary | <input type="checkbox"/> Deacons<br><input type="checkbox"/> Praise Team/Musicians<br><input type="checkbox"/> Hospitality | <input type="checkbox"/> Elders<br><input type="checkbox"/> Media<br><input type="checkbox"/> Security |
|--------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|

Special Instructions:

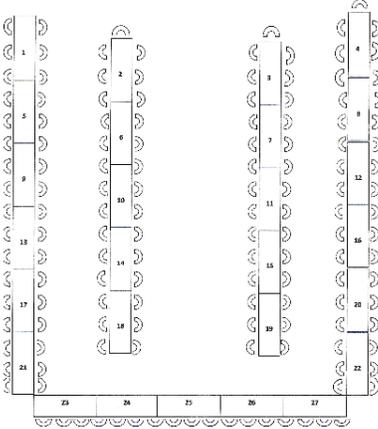
Any Special Needs or Requests Not Covered:

|                                       |                        |                         |
|---------------------------------------|------------------------|-------------------------|
| <b>Signature Required</b>             |                        |                         |
| Ministry Leader:                      |                        |                         |
| <i>(For Official Use Only)</i>        |                        |                         |
| Event Coordinator:                    |                        |                         |
| Head Deacon:                          |                        |                         |
| Pastor:                               |                        |                         |
| Person opening building day of event: | Time building to open: | Time building to close: |
|                                       |                        |                         |

# Fellowship Hall Table and Chair setup

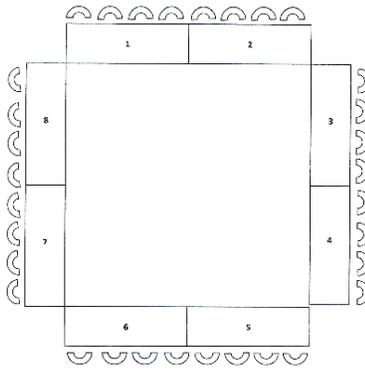
**A** Table Set Up for 216+ People

| Tables | for | Food |
|--------|-----|------|
| 26     | 22  | 38   |

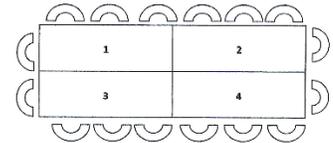


**B** Table Set Up for 32 people

- If you add a table to each side, 8 additional people can be seated to the square.  
 - Maximum tables for the square should be 12 tables and 96 chairs.

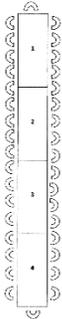


**C** Table Set Up for Departments and Small Groups

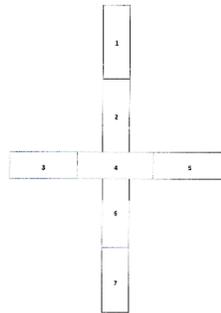


**D** Table Set Up for Departments and Small Groups

| Tables | for | Food |
|--------|-----|------|
| 5      |     | 6    |

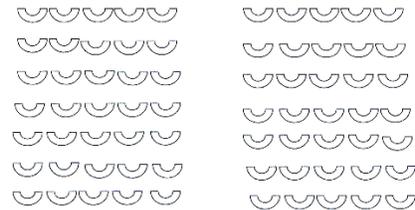


**E** Table Set Up for Meet & Greet with Lite Horserves  
 (Chairs may be placed along the walls)



**F** Fellowship Hall Set Up for Board Meetings and Graduations

|   |   |   |
|---|---|---|
| 1 | 2 | 3 |
|---|---|---|



**G** Table Set Up for Meet & Greet with Lite Horserves  
 (Chairs may be placed along the walls)

