

**Lake Oconee Presbyterian Church
Church Use Application & Request to Publicize an Event**

The completion of this form does not mean that all information therein has automatically been approved; only that it is being submitted to the LOPC Deacons for review and approval. Depending on the type of event, a "Request to Publicize an Event" form may be required to be completed and submitted to the LOPC Director of Publications.

Application Date: ____/____/____

Requested Date: _____ Day(s) of week _____

Name/Type of Event: _____ Person or Group Making Request: _____

Contact Phone Number: _____ Contact Email: _____

Church Member? Yes No Function Sponsor (*if requester is not a member*): _____

Purpose of Function: _____

Times and Duration of Church Use: _____

Church Areas Requested for Use: _____

Any Special Considerations: _____

Sound support needed? Yes No **Video support needed?** Yes No

Reminder - Sound and Video support needs and schedule must be coordinated with the Sound Team leader during the review/approval process.

Supply Check List (please indicate if church supplies will be used for your event)

Paper Products

Plates Quantity _____

Cups Quantity _____

Napkins Quantity _____

Plastic Eating Utensils

Spoons Quantity _____

Forks Quantity _____

Knives Quantity _____

Tablecloths

Round Quantity _____

Square Quantity _____

Rectangular Quantity _____

Bagged ice Quantity _____

Plastic table topper Yes No

Note: No glitter, rice, or confetti may be used inside the church. Birdseed or bubbles may be used outside the building.

The Event Coordinator is responsible for ensuring the tablecloths are cleaned and returned to the church. If the tablecloths are washed with 3-4 per load, they will not need ironing. Stains should be pre-treated (DAWN dishwashing detergent works well). Tablecloths should be returned to the church as soon as possible, and care should be taken that they are stored in the appropriate labeled locations (narthex closet) by their size.

The applicant has read, understands, and agrees to abide by the Lake Oconee Presbyterian Church use Guidelines. Once reviewed by the appropriate Church officers, the applicant notified as to the status of the application and any assessed fees for use of facilities.

_____/_____/_____
Applicant Signature

Approvals:

_____/_____/_____

Scheduling Secretary

Diaconate Approval

Comments: _____

Fee for Facility Use: \$ _____

REQUEST TO PUBLICIZE AN EVENT

In order for an event to be publicized properly, this information should be given to the LOPC Director of Publications *eight weeks* before the event if at all possible. This will enable newspaper / newsletter / radio announcements deadlines to be met (if applicable). It will also insure that all details are communicated accurately and “up front” versus “piece mill”, thus allowing quality publications / publicity.

Some of the questions on this form may not be applicable to an event. If not, please type “no” as the answer (or check “no” if the form is being completed on paper). Please be sure to answer all questions as to avoid confusion or miss-information.

The LOPC Director of Publications will review it in conjunction with the “Church Use Application” form that requires approval by the Deacons.

Name of the event:		
Date of the event:	If event is more than one day, please complete info below.	
	Date From:	Date To:
Time of the event:	Time From:	Time To:
What time do doors open (if applicable)?		
Is it “first come” basis for seating, or are tickets required?		
If it is a ticketed event, is there a fee per ticket, and if so, how much?		
Do tickets need to be printed by LOPC’s Administrative Assistant?	Please check one: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes: (1) How many? _____ (2) Should tickets be numbered (this would only be necessary in the event of a door prize)? _____	
Location of the event: (At LOPC or where, LOPC room #s, sanctuary, narthex etc.)		
Will nursery be provided? (Newborn through 3 yrs. old ONLY)	Please check one: <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, please notify the Nursery Director. Please call the church office for contact information).	
Does this event include a dinner? If so, please state where and how many quests are expected. (More details should be given on the “Church Use Application”)		
Will this event be followed by refreshments? If so, please state where and how many quests are expected. (More details should be given on the “Church Use Application”)		

Bulletin announcement needed?	Please check one: <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please supply the information that you would like to appear in the bulletin (50 words or less) via email to Yvonne Beasley at lopc@lopc-pca.org . This will also be announced during the Morning Worship Celebration.	
Bulletin insert needed?	Please check one: <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please supply the information that you would like to appear in the bulletin insert via email to Yvonne Beasley at lopc@lopc-pca.org . In general, bulletin inserts allow for more verbiage since the space is approximately 5 inches by 8 inches.	
Event program needed?	Please check one: <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please supply the information that you would like to appear in the program via email to Yvonne Beasley at lopc@lopc-pca.org .	
PowerPoint presentation needed?	Please check one: <input type="checkbox"/> Yes <input type="checkbox"/> No
Posters needed at LOPC?	Please check one: <input type="checkbox"/> Yes <input type="checkbox"/> No
Notify Greene / Putnam Chamber of Commerce of event?	Please check one: <input type="checkbox"/> Yes <input type="checkbox"/> No
Posters needed in the community / community bulletin boards?	Please check one: <input type="checkbox"/> Yes <input type="checkbox"/> No
E-mail Blast to the congregation needed?	Please check one: <input type="checkbox"/> Yes <input type="checkbox"/> No
Include in LOPC newsletter?	Please check one: <input type="checkbox"/> Yes <input type="checkbox"/> No
Article for local newspapers needed?	Please check one: <input type="checkbox"/> Yes <input type="checkbox"/> No
Radio announcement needed?	Please check one: <input type="checkbox"/> Yes <input type="checkbox"/> No
Banner needed?	Please check one: <input type="checkbox"/> Yes <input type="checkbox"/> No
Special entertainment or guest speaker? If yes, please provide biographical information below or on a separate document, including web-site info if available. It may be necessary to contact the guest for this information.	Please check one: <input type="checkbox"/> Yes <input type="checkbox"/> No
If there is entertainment or guest speaker, will they require a table to be set up to display items for sale, and if so, where?	Please check one: <input type="checkbox"/> Yes <input type="checkbox"/> No
Any other information or special requests?	

Submitted by (please print name) _____

Date _____ Signature _____

Daytime phone number _____

Thank you so much for your help by completing this form. If you need assistance, please contact the Director of Publications at the church office at 706-484-0600.