



Unity Renaissance
 1120 Eden Way N, Chesapeake, VA 23320
 (757) 420-5280 / FAX 420-5288
 UnityRenaissance.org

Request Contact: _____
 Phone: _____
 Cell Phone: _____
 Email: _____
 Team/Ministry: _____
 Date Request Submitted: _____

2018 Activity/Event Request Form
 Complete Request and Submit to Admin Office

Approval/Denial Notification takes 7 – 10 days
 Unless we need additional considerations

Name of Event: _____

Attendance Estimate for room space needed: _____

OFFICE USE ONLY	
Director	_____
Date Received:	_____
Approved:	_____
Denied:	_____
Suggest:	_____
MINISTER:	
_____ Approved	

DATE(s)	DAY	Time
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1st Choice: _____

2nd Choice: _____

Frequency:

One Time Weekly Monthly Quarterly

Activity (check one) Event Class Workshop Meeting

Other

Description for Promotion:

EXPLAIN How does activity fulfill Unity Renaissance Vision & Mission?

Requested Promotion:

Check all that apply. Note all requests may not be approved.

Marketing & Communications

- Sunday Announcement Sunday Bulletin Weekly Email Update
- PowerPoint Slide Website newsletter/postcard Signup Sheet
- Social Media Other

Support needed from Unity Renaissance staff:

Your event is responsible for expenses. Only our Sound/Tech/Lighting personnel may operate our equipment.

Note: \$ denotes additional expense

- \$Sound/Tech/Lighting Power Point Tech \$Musicians \$Nursery \$Refreshments
- Ushers
- Bookstore Other _____

We appreciate your interest in creating a variety of activities.
Requests are prayerfully considered..