



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:

2019 Activity/Event Request Form
Complete Request and Submit to Admin Office

Date Request Submitted:
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

1st Choice:

2nd Choice:

Frequency:

One Time Weekly Monthly Quarterly

Activity (check one) Event Class Workshop Meeting Other

Description for Promotion:

Description lines

Love Offering YES NO

Ticket Price \$

% Benefit to UR
(i.e. 50% profits)

EXPLAIN How does activity fulfill Unity Renaissance Vision & Mission?

Description lines

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. If activity is outside of office hours (10 a.m. - 3 p.m. Tuesday - Thursday) please provide name and contact number of person opening and closing the church:

Name and contact number of UR representative picking up love offering and placing in safe:

Note: \$ denotes additional expense

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

Depending on the Activity or Event you may have a follow up phone call from the Events Director.

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



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