



Unity Renaissance

1120 Eden Way N, Chesapeake, VA 23320

(757) 420-5280 / FAX 420-5288

UnityRenaissance.org

Your Name: _____

Phone: _____

Email: _____

Team/Ministry: _____

Date Submitted: _____

2021 Activity/Event Request Form
Complete and submit to Admin Office

Forms should be submitted 3 weeks prior to your event
Allow 7-10 days for notification of approval/denial
You may receive a phone call for additional information

Name of Event: _____

Estimated Attendance (to determine space needed): _____

Table with 3 columns: Date(s), Day, Time. Rows for 1st Choice and 2nd Choice.

Frequency:

- One Time, Weekly, Monthly, Quarterly, Annually

Activity (check one) Event, Class, Workshop, Meeting, Other

Description to be used in promotion (use back if needed):

Three horizontal lines for description input.

EXPLAIN How does activity help Unity Renaissance grow, serve current and future constituents, and "transform lives that transform the world"?

Two horizontal lines for explanation input.

Requested Marketing and Communications:

(Check all that apply. Note: All requests may not be approved.)

- Sunday announcement, PowerPoint slide, Signup sheet, Weekly e-newsletter, U.R. Website, Facebook, U.R. App, Postcard, Other

Requested Staff Support:

Your event must cover its associated expenses. This may include Sound/AV; childcare; refreshments; musicians; and opening and closing the building. Only our Sound/Tech/Lighting personnel may operate our equipment. If your event is being held after regular church operating hours, you will be asked to cover the costs of a staff member opening and closing the building. (List staffing needs below. \$ denotes additional expense.)

- \$Sound/tech/lighting, \$Nursery, Bookstore, \$Open/close building, \$PowerPoint tech, \$Refreshments, Pick up of love offering, Other, \$Musicians, Ushers, \$Zoom

OFFICE USE ONLY
Director, Date Received, Approved, Denied, Suggest, Minister, Room Assignment, Open/Close Staff Person, Love Offering Collection/Deposit

Love Offering YES NO

Ticket/Event Fee \$ _____

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

Additional Comments:

Four horizontal lines for additional comments input.

Thank you for helping to create diverse, transformational events at Unity Renaissance! All requests are prayerfully considered.



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