

GREEN PASTURES
CHRISTIAN MINISTRIES, INC.
IGNITING PEOPLE FOR A BETTER WORLD...

Event Scheduling
Processes & Procedures

- All request must be submitted at least 1 month prior to your event
- Consecutive booking dates will only be booked for a period of 90 days
- All set up requests must be submitted with initial request form to prevent delay processing
- All changes or cancellations must be made in writing immediately
- Please allow 48hours for a response to your request
- Please leave all areas used clean and neat

EVENT INFORMATION

Request Date: _____ Event Date: _____ Alternate: _____

Event/Function Name: _____

Primary Contact Name: _____ Phone: _____

Ministry Name _____ Other _____

Email: _____ Best Time to Contact: _____

WHEN

Day: _____

Event Reserve Time: _____ End Time: _____

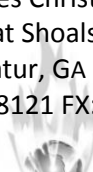
Date(s): _____

Event Start Time: _____ End Time: _____

One Time Weekly Monthly Other

Is other, Please Specify: _____

Green Pastures Christians Ministries
5455 Flat Shoals Parkway
Decatur, GA 30034
PH: 770-987-8121 FX: 770-987-7078



SET-UP REQUEST

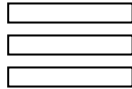
Not Applicable

Podium Tables (6ft Long) How Many? _____ Table Clothes Y N
 Easel Tables (Round) How Many? _____ Table Clothes Y N

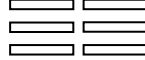
Conference



Classroom



Theatre



U Shape



Banquet



CATERING

If Not Applicable

Check options that apply:

Will food be served? Y N

Will you require use of the kitchen? Y N

(If yes, a Kitchen Request Form will need to be completed)

TECHNICAL NEEDS

If Not Applicable

Check options that apply:

Speaking Information:

Will there be a spoken presentation? Y N (sermon, lecture, etc...)

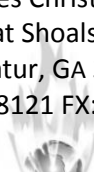
How many people will be speaking at one time? Y N

Will there be audience participation? Y N

Music:

Will there be music at this event? Y N Will music be live: Live CD

If music will be live: # of instrumentalist: _____ # of vocalist: _____



Equipment available:

- Microphone (Handheld)
- Microphone (Lapel)
- LCD Projector
- Overhead Projector
- TV/VCR
- TV/DVD
- PowerPoint Presentation
- IPOD or IPHONE Connectivity

**Use of Green Pastures, Inc. instruments is not permitted, unless prior written approval from Executive Staff and/or Music Ministry.*

COMMUNICATION

Not Applicable

Media Request

Public Website Video/CD Live Radio

Will your event require a Communiqué announcement? Y N

Will your event require an announcement on Green Pastures website or imaging? Y N

Do you have promotional flyers for this event? Y N

Will your event require a table or bookstore display? Y N

Do you have product sales? Y N

Registered Sales & Tax Number? Y N

Please include detailed announcement request form with event request and or email, news@greenpastures.org. Please include written verbiage, pdf files, pictures or links.

Department Approval _____ Date _____

Pastor/Executive Office Approval _____ Date _____

Event Coordinator _____ Date _____

[Submit form](#)



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