

VICTORIOUS LIFE CHURCH

3400 Paseo Blvd., Kansas City, MO 64109 (816) 561-3619

Please use this form to request an event date. Your date is not reserved until you receive a confirmation via email or phone. After you get your approval, an “event sheet” will be emailed to you. The full event sheet must be turned in within 10 days completed with auxiliary duties, budget, etc.

Today's Date: _____

Project Manager:	Project Manager's Signature:
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Organization:		
Address:	City / State:	Zip:
Contact Person:	Position:	
Mobile/Cell:	Secondary Phone:	
Email:		

(i.e., Meeting, Conference, Banquet, etc.)

Type of Event:
Event description:

Date Desired:	Desired Space:
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(i.e., sanctuary, fellowship hall, classrooms)

Total Attendees:	Start Time: <input type="checkbox"/> am <input type="checkbox"/> pm	End Time: <input type="checkbox"/> am <input type="checkbox"/> pm
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Denied: _____

Approved by _____ Date: _____

Additional Notes: