

Victorious Life Church Event Request & Planning Guide

**** (This sheet must be completely filled out and turned in 60 days before event) ****

DO NOT WRITE IN THIS SECTION OFFICE USE ONLY	Approval Date: _____ Approved By: _____
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Today's Date: _____

Ministry Name:

President:
Phone:
Email:

Contact Person:
Phone:
Email:

Event: _____

Date(s) of Event: _____ to _____

Door Open Time: _____ Start Time: _____ End Time: _____

Type of Event (i.e., Conference, Musical, Meeting, Etc.) _____

On-Site Event
 VLC Family Life Center
 Off-Site Event Location: _____

Suggested Speaker(s): _____

DO NOT contact any speaker(s) before permission/approval.

Please check the exact location to reserve for event:

<input type="checkbox"/> Sanctuary	<input type="checkbox"/> Classroom #
<input type="checkbox"/> Fellowship Hall	<input type="checkbox"/> Classroom #
<input type="checkbox"/> Room 110 <input type="checkbox"/>	<input type="checkbox"/> Classroom #
<input type="checkbox"/> Room 206	<input type="checkbox"/> Classroom #
<input type="checkbox"/> Paseo – Blacktop Parking Lot	<input type="checkbox"/> 34 th Street – Parking Lot
<input type="checkbox"/> Gym - Family Life Center	<input type="checkbox"/> Family Life Center Classroom

Classrooms include a SMART board and white board. User must supply laptop computer.

All lines must be completed in full or N/A (not applicable) must be entered in spaces.

PUBLICITY:

DUTY	RESPONSIBLE TASK PERSON	CONTACT#	BUDGET\$\$	DATE ASSIGNED	DATE TO BE COMPLETED	DATE ACCOMPLISHED
Video Announcement						
VLC Website						
E-Blast						
KPRS 103.3						
KPRT 1590						
MAGIC						
The Call Paper						
Flyers						
Brochures						
Programs						
TV Commercial						

ACCOMMODATIONS:

DUTY	RESPONSIBLE TASK PERSON	CONTACT#	BUDGET\$\$	DATE ASSIGNED	DATE TO BE COMPLETED	DATE ACCOMPLISHED
Hotel						
Hotel (Speakers)						
Hotel (Registrants)						
Speakers Transportation						
Transportation						
Hospitality						

AUXILIARY DUTIES:

DUTY	RESPONSIBLE TASK PERSON	CONTACT#	BUDGET\$\$	DATE ASSIGNED	DATE TO BE COMPLETED	DATE ACCOMPLISHED
B.O.S.						
S.O.S.						
Music – Choirs/Psalmists						
Musicians						
Praise Team						
Praise Dancers						
Sound Engineer						
Video/Media						
Lighting Tech						
Kitchen/Culinary						
Security						
Nurses						
Ushers						
Deacons						
Baptizers						
Evangelistic Team						
Who will receive \$\$						
Who will count \$\$						

VICTORIOUS LIFE CHURCH

3400 Paseo Blvd., KCMO 64109

Ministry Event Accounting Sheet

Ministry Name: _____

Event Name: _____

Person Completing Budget Information: _____

Contact Number: _____

INCOME PROJECTIONS:

Fund Raisers _____

Concessions _____

Offerings _____

Other Income _____

TOTAL INCOME PROJECTONS \$ _____

EVENT EXPENSES:

Equipment Rental _____

Transportation _____

Speaker Honorarium _____

Food Cost _____

Caterer _____

Decorations _____

Linen/ Cleaning expense _____

Postage _____

Hotel/Lodging _____

Musicians _____

DJ _____

Security _____

Supplies _____

ADVERTISING:

Radio _____

Newspaper _____

Printing Tickets/Flyers _____

Television _____

Other Costs: _____

TOTAL EVENT EXPENSES \$ _____

**Please note all monies received must be turned into
Trustee Blaine Clark, Deaconess Linda Edgely, or Trustee TuJuania Scott**

EVENT PLANNING:

DUTY	RESPONSIBLE TASK PERSON	CONTACT#	BUDGET\$\$	DATE ASSIGNED	DATE TO BE COMPLETED	DATE ACCOMPLISHED
Pre-registration						
Registration						
Registration Packets						
Decorations – Set-up						
Decorations – Clean-up						
Chef / Caterers						
Janitorial – Set-up						
Janitorial – Clean-up						
Doors – Unlocked						
Doors – Locked						

SETUP STYLE FOR FELLOWSHIP HALL OR CLASSROOMS

Room Diagram Style Desired:

(select from these set-up below)

Classroom Style w/tables
 Auditorium Style w/out tables
 Stage Setup: _____
 Group Size: _____
 Picnic Tables _____

_____ Tables
 Rectangle
 Round
 ½ table

_____ Chairs
 Cushion
 Hard

Food Tables: _____
 Registration _____

Head Table
 Dinnerware
 Servers

Set-up Date: _____

Set-up Time: Start _____ Finish _____

Tablecloths: Black
 Gray
 Burgundy

Tablecloths, food servers, and banquet equipment must be requested (2) weeks prior to the event.

Kitchen **NO food will be poured down sinks (all trashed must be submitted to appointed trash cans and dumpsters)*

****All tablecloths and any other items needed must be checked out a week before your event****

PRODUCTION

LIVE Streaming (*additional cost will apply)

Mics: How many? _____
 Podium
 Panel: How many people: _____

Sound*
 Music*
 Production*
 Lights*
 Graphic*
 (*additional cost will apply)

Video Wall
 Overhead Projectors
 SMART Board
 Screen
 Other _____

Rooms include: SMART board and white board. User must supply laptop computer.
Please email all approved announcements to info@vlckc.com by 12noon on Tuesdays
Please submit a copy of the program/agenda to the office.

Typical Room Set Up Requests

