

# ZOAR EVENT REQUEST FORM

**This form is for events directly related to the ministry work of Zoar Lutheran Church**

Thank you for your interest in ministry at Zoar Lutheran Church. We would love to hear more about your project/idea/program. We kindly ask that you complete the form below and submit it to the church office either in person or electronically by emailing [events@zoarlutheran.com](mailto:events@zoarlutheran.com). We will respond to you as soon as we are able to let you know if your request is able to be added to the Zoar calendar! Should you need to cancel your request, please notify the office as soon as possible by calling 419-874-4346, or emailing the same address.

## Contact Information

Contact Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Are you a member of our congregation? Yes \_\_\_\_\_ No \_\_\_\_\_

## Program/Event Information

Program/Event Name: \_\_\_\_\_

Is this a one-time or recurring event: \_\_\_\_\_

Room(s) Requested: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_

Time(s)

Requested: \_\_\_\_\_

Will your require marketing? Please note any special marketing requests - ex. bulletin, Z-blast, website, Facebook, Press Release: \_\_\_\_\_

To assist with marketing, please provide a description/summary of program/event similar to what one would expect to read in the bulletin tri-fold: \_\_\_\_\_

If registration is required, include how to register, date(s), deadlines, and cost (if applicable): \_\_\_\_\_

Nursery staff desired: Yes\* \_\_\_\_\_ No \_\_\_\_\_ \*Based on staff availability

Anticipated number of guests: \_\_\_\_\_

Will you be decorating beforehand: Yes \_\_\_\_\_ No \_\_\_\_\_

What time(s) will you need access to the church: \_\_\_\_\_

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## Event Setup Details

Need tables and chairs set up: Yes \_\_\_\_\_ No \_\_\_\_\_

How many round tables (seat 6-8): \_\_\_\_\_

How many rectangular tables (seats 8): \_\_\_\_\_

How many additional tables for food or gifts needed: \_\_\_\_\_

Will you be using the kitchen: Yes \_\_\_\_\_ No \_\_\_\_\_

Which appliances will you be needing: Stove Gas Oven Convection Oven Microwave Coffee Pots  
Dishwasher\* Refrigerator \*Must have trained operator to run dishwasher

## Additional Notes

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### For office use only

Approved at staff meeting:

Confirmed with contact:

Confirmation email sent:

Copy of form given to facilities:

Event on calendar:

Add to trifold:

Add to Zblast:

Send Press Release:

Post to website:

Post to social media:

Post in sign displays:

Display on lobby TV

Additional Notes:

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