



Living Truth Church Events Request Form

Event: _____ Date: _____ Start Time: _____ End Time: _____

Ministry Area Hosting Event: _____ Attendance #: _____

Contact Person:

Name: _____

Space Requested: **Auditorium** **Dining Hall**

Phone #: _____

Club House **Other** _____

Email: _____

Description of Event:

Will you need a sound and lighting technician: _____

Building Access: Key Holder will be Present: _____ Key Issued: _____

Would like posted: Web Calendar Bulletin E-News Handouts

MUST FILL OUT FOR FOOD REQUEST:

Food Service Time: _____

Food Service Style: **Buffet Line** **Table Service** **Self-Serve Line**

Menu Selections:

Drink Selections: **Soda Machine** **Tea (sweet and unsweet)** **Water** **Coffee**

Volunteers: Depending on the amount of people attending the event, you will need a certain amount of volunteers per area. At least 2 people on the drink bar and anywhere from 3-5 people on the food line depending on the service style. At least ONE of the LTC Kitchen Managers must be present at all LTC Events that involve the preparation and service of food.

| | |
|-----------------|-----------------------------|
| Received: _____ | Approved by and date: _____ |
|-----------------|-----------------------------|