

Victorious Living Ministries – Outreach Form

Please Type or Print Legibly.

Fill out form completely to prevent request processing delays.

Submit this form to Miss'y Cynthia Johnson – in person so she may review, confirm the calendar availability and gather any other details to have your event approved by Pastor. Once the event is approved you will be notified.

Auxiliary / Department			
Contact Person		Phone Number	
Date Requested		Event Date(s)	
Type of Function / Outreach			
Name of Organization / Agency Supporting			
Mission / Purpose of Organization			
Any specific needs (collection box, tables, signage etc)			
If items are collected; when will the collection start _____ when will it end _____			
Who will be responsible for removing the items and delivering _____			
How will you advertise this event: <input type="checkbox"/> church announcement <input type="checkbox"/> social media (facebook, website, church email blast) <input type="checkbox"/> flyer distribution <input type="checkbox"/> personal contacts <input type="checkbox"/> other _____			
If time for a Special Announcement is requested please give specific details, eg. skit			
Facility Request (Give Specific Details, eg. start to end time, prep time, etc.)			
Food Service Needed		Facility Usage Needed	
Personnel and Equipment Needed:			
<input type="checkbox"/> Public Announcement System <input type="checkbox"/> Media Equipment (projector, screen) <input type="checkbox"/> Musicians <input type="checkbox"/> Choir <input type="checkbox"/> Photographer <input type="checkbox"/> Public Service Announcement <input type="checkbox"/> Flyer/Brochures <input type="checkbox"/> Ushers/Hospitality <input type="checkbox"/> Other (specify) _____			

OFFICE USE ONLY	Manager/ Lead		Status	
	Request Received		Timeline (Initial)	
	Timeline (Second)		Date Completed	
	Food Service Contact Date		Facility Scheduled	
	Comment(s):			