

Event Request

Type of Event: _____

Date: _____ Time: _____

Number of people expected to attend: _____

Contact Person: _____

Contact Info: Phone _____ Email _____

Media Technician: Yes___ No___ Contact: _____

Media Equipment Needed: _____

Security Needed: _____

Unlock Building: _____ Relock Building _____

Event location: Auditorium_____ Alpha Room_____ Fellowship Room_____ Off site_____

Event Announcement: _____ Bulletin _____ Facebook

For church related events please send your announcement to office@heartlandchurch.us at least three weeks prior to event

For Private events, \$50 donation suggested.