 **Breath of Life Preparatory Academy**

**Event Information Form**

We are in agreement that all planning is covered with prayer for creative ideas, for the volunteers and staff working on the project and for the overall success of the project.

**Please ensure that the event budget, rehearsal schedule, layout, and script is completed and approved.**

**Event Information**

Title/Theme:

Contact Person:

Type of event:

Event Date(s):

Time:       Expected Attendance:

**Write details for Plan B in the space provided below**

Location: IMC Virtual Off Campus Location:

Room Location(s): 181 Student Center 181 Common Area Admin Conf. Rm

Altar Care Common Area Altar Care Min. Rm 1 Altar Care Min. Rm 2

Bell Manor Bistro Choir Room

Grand Foyer Green Room Health & Wellness Rm

Highway Common Area IMC Auditorium Mtg Rm 1

Mtg Rm 2 Mtg Rm 3 M&A Dressing Rm

M&A Make-up Rm Prayer Rm Founders Room

Other:

Will Rehearsal/Practice time be required? Date(s): If yes, please attach the proposed rehearsal schedule

Speaker/Guest Request:

Payment to attend?

Cost per person $      Cost per family $      Cost per child $

Event Format/Activities: (if multiple day event, please note format/activities for each day)

**Audio Department:**

In detail, explain your specific audio needs above:

**Facility Services Department:**

Briefly explain set-up needs:

In detail, explain your specific audio needs above:

No. of tables:  No. of chairs:  Chair Type:  Table Size:

**Culinary Department:**

In detail, explain your specific culinary needs above:

**Music Department:**

In detail, explain your specific music needs above:

**Security Department:**

In detail, explain your specific security needs above:

**Plan B:** is a recent addition to the Event Department protocol when planning any event, to have a solidified back-up plan, if for any reason, anything happens where the original plan cannot be executed as planned. You would need to submit a Plan B if, for example, your event is scheduled to take place outdoors. The Plan B would explain how to bring the event inside and what that would look like with support services, room locations, etc. Another example” If your ticketed event does not garner enough support before the deadline, offer a Plan B for an alternative event that can be swiftly executed to not have to cancel your outing or fellowship. I

**Write details for Plan B in the space provided below**