



S4P Event Request Form Instructions:



Striving Public Calendar: <https://www.strivinghome.org/calendar>

Event Coordinator/Point of Contact: This initial page of the form must be completed and submitted to appropriate Staff member at least 30 days prior to the event. (Alternatively, the event request process may be completed with a staff member in person or via phone.)

S4P Members or Community Members interested in holding an event at Striving for Perfection Ministries, please complete the form below providing the basic details of your event. (You must be 18 years of age or older)

Events held in the facility or anywhere on the grounds/premises will adhere to the following restrictions: No alcohol of any kind will be served or consumed. No smoking or vaping. No foul language or any media using foul language. No animals, unless under specific circumstances and approved by the Pastor.

*FREE USE CRITERIA: Non-Profit Organizations, S4P Member Events. (Note: some events may be subject to a fee)

This is a request form: Your event is not officially on the calendar until: Approval decision of this event has been provided via: in person, phone call, email or mail, which will only occur after a meeting with one of the appropriate staff members and coordination, if relevant, has occurred. Disapproval decisions will be provided in writing (via email).

When all fields are complete, submit this request via email or printed out to a S4P Staff member. (Default: Send to Main S4P Email)

S4P Department Heads, submit this form via email to your S4P Staff Lead and they will review and then contact you to get further details of your event. (You may also print and turn in). When a staff member contacts you to acquire further details, please be prepared to answer WHO, WHAT, WHEN, WHERE, WHY and HOW of your event. Consider your goal purpose, location, other engagements, POCs, cost, supplies, childcare, equipment rental items, entertainment, music, food, publicity, flyers/announcement slides, photos, reception, decorations, transportation, setup, cleanup, custodial, coordination, thank you letters, after-action report, etc.

Once all details are acquired, the event will be coordinated on with other members of staff. POCs should expect a 24-48 hrs (business hours) turn-around for final approval decision - However, this timeline is contingent on the availability of the POC and the details the POC is prepared to provide.

Sis. Tara Mudimbi (main S4P email account) s4pministries@strivinghome.org	Music and Fines Arts, SBO, Tribe Leader Events or any other event that doesn't fall under any other staff member
Minister Deandre Latham ministerops@strivinghome.org	Youth, Teens, MOD SAME, Singles, LIT, REACH, Fellowship Committee, RGD, Leaders, PDT, Civic Engagement, SRP
Sis. Kimwanda Degallerie kdegallerie@strivinghome.org	Armory, WOW, Toddlers
Bro. Marcus King synergy@strivinghome.org	Synergy, Community Outreach, Prison Ministry

***Some events may require the event POC to sign an "Use of Facilities HOLD HARMLESS Agreement"**



Save As 'Event Title' then Email to appropriate staff member to coordinate.



EVENT REQUEST

to be submitted at least 30 days prior to event

All fields must be filled.		Date of Request:
Event POC Details - Full Name		
Email		
Phone		
POC Status: choose one		
S4P Department: (NA, if event doesn't align under any S4P Department)		
Event Type: choose one		
Event Cost Type: choose one		
Event Title		
Event Date		
Event Start Time (actual)		
Event End Time (approximate)		
Approximate Attendees		
Facility Location Needed (select all needed)	Sanctuary	<input type="checkbox"/>
	Fellowship Hall (Dining Room)	<input type="checkbox"/>
	Class Room (smaller)	<input type="checkbox"/>
	Multipurpose Room (bigger)	<input type="checkbox"/>
	Learning Resource Center (computers)	<input type="checkbox"/>
	Conference Room	<input type="checkbox"/>
Facility Set-up/Break-down Required?		
Will Food Be Served?		
Is Sound and Media Needed?		
Brief Description of the Event/ Additional Comments to add. <i>(If you already have additional documents that further explain your event, such as a flyer, slide, layout or other details, you may submit them when you submit this request.)</i>		