

Levites Request Form

Please return to frances@newhopehk.org or Ministry Center
(Due 30 days prior to event)

Ministry: _____ Ministry Leader: _____

Contact Person: _____

Phone: _____ Email: _____

Event: _____ Location: _____

Event Date(s): _____ to _____

Event Start Time: _____ Event End Time: _____

Estimated Number Attending: _____

**** Two representatives from hosting ministry must be present during setup and breakdown, please provide their names and contact info:**

Representative 1: _____

Representative 2: _____

➤ **Tables / Chairs / Tents** - Please provide total number and type of tables, chairs and tents requested.

Tables - Rectangle 6 ft. _____ 4 ft. _____ Round _____

Chairs - Folding _____

Tents - 20x20 _____ 10x10 _____

Requesting Staging? Full Yes or No

If any Staging is required, please provide a Layout Diagram (see Page 3)

Partial Yes or No

Setup time: _____

Breakdown time: _____

➤ **Number of Levites:** _____

Today's Date: _____

If the Event is offsite, the ministry leader and/or contact person must provide and arrange for transportation of equipment.

THIS REQUISITION MUST BE RECEIVED NO LATER THAN ONE MONTH PRIOR TO YOUR EVENT.

Contact person's responsibility:

- Pick up and return all equipment.
- Review inventory list to verify receipt of all listed equipment.
- Check to see that all equipment is in good condition before and after event.
- Check off and sign inventory sheet upon returning equipment. Turn in completed sheet to the Ministry Center.
- Fill out repair request if necessary.
- Return all equipment to proper storage area.
- Schedule meeting with Levite overseer at least 2 weeks prior to event.
- **Provide Layout Diagram if you require equipment to be staged (see page 3).**

Contact Person's Signature: _____ **Date:** _____

LEVITE USE ONLY:

Date Request Received: _____

Approved: Yes or No - Reason for disapproval: _____

Event assigned to and equipment inventory list created by: _____

Date equipment picked up: _____

Date equipment returned: _____

Condition of the equipment returned: _____

Equipment checked in by: _____

Levites assigned to event: _____

Forward information to additional Personnel: _____

Layout Diagram

