

Levites Request Form

Please submit this form 30 days prior to event to frances@newhopehk.org or Ministry Center.

Event Name: _____

Location: _____

Contact Name: _____

Phone/Email: _____

Date: _____

Time: _____

Ministry: _____ Ministry Leader: _____

Est. Attendees _____

I. **Lead Servants:** Two lead servants from hosting ministry must be present during setup and breakdown. Please provide their names and contact info:

Representative 1: _____

Representative 2: _____

II. **Staging:** If any Staging is required, please provide a Layout Diagram located on page 3.

Full Partial Remarks: _____

III. **Equipment:** Please select the equipment required and quantity requested.

<p><i>Quantity</i></p> <p><input type="checkbox"/> _____ Podium</p> <p><input type="checkbox"/> _____ 4' Table Rectangle</p> <p><input type="checkbox"/> _____ 4' Table Round</p> <p><input type="checkbox"/> _____ Tents 10x10 _____</p> <p><input type="checkbox"/> _____ Tents 20x20 _____</p> <p><input type="checkbox"/> _____ Other Items: _____</p>	<p><i>Quantity</i></p> <p><input type="checkbox"/> _____ Chairs - folding:</p> <p><input type="checkbox"/> _____ 6' Table Rectangle</p> <p><input type="checkbox"/> Layout Diagram submitted</p>
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If the Event is offsite, the ministry leader and/or contact person must provide and arrange for transportation of equipment.

THIS REQUEST 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).**

Signature: _____ Date: _____

LEVITE USE ONLY:

Levites assigned to event: _____

Event assigned to and equipment inventory list created by: _____

Date Request Received: _____ Approved: Yes No

Reason for disapproval: _____

Date equipment picked up: _____

Date equipment returned: _____

Condition of the equipment returned: _____

Equipment checked in by: _____

Forward information to additional Personnel: _____

Set-up Start Time: _____ Break-down Time: _____

Layout Diagram:

