

**SCC SPECIAL EVENT REQUEST**

Name of Event \_\_\_\_\_ Date of Event \_\_\_\_\_

Leaders Name \_\_\_\_\_ Leaders Phone \_\_\_\_\_

Contact Person \_\_\_\_\_ Contact Phone \_\_\_\_\_

Event Date \_\_\_\_\_

Time and Length of the Event \_\_\_\_\_

Any Items needed should be purchased by the event leader. (Prior to Purchase -Must complete Request/Authorization for Purchase)

\_\_\_\_\_  
\_\_\_\_\_

Who will be opening the building? \_\_\_\_\_

Who will be closing? \_\_\_\_\_

Who will be involved? What is there roll? (ie. Speakers, Special Music\*)

\*Must receive approval PRIOR to asking speakers, special music and special guests

\_\_\_\_\_  
\_\_\_\_\_

Ushers? Yes / No

Sound Technician? Yes / No

Security? Yes / No

Custodian? Yes / No

Parking Attendants? Yes / No

Special Comments

\_\_\_\_\_

\*\*Requests may be turned to the main office during normal business hours – Monday – Thursday ONLY

\*\*\*Deadline for requests is a minimum of **3 WEEKS** Prior to allow for approval and proper advertisement

Your Signature \_\_\_\_\_

Event Is Approved \_\_\_\_\_ Event Is Denied \_\_\_\_\_

Southtowns Christian Center  
Phone (716) 627-2183 Fax (716) 627-2336