

Grace Lutheran Church
Adult Faith Enrichment Opportunity Form

2/2/2015

Topic or Title: _____

Brief Description of Event _____

Sponsoring group/individual _____

Contact name/phone/email _____

Type of Event

- Large group presentation/discussion. Name(s) of presenter/facilitator _____
- Intergenerational
- Small group (anticipated number of participants _____)
- Special activity. Please specify: _____
- Other. Please describe: _____

Duration of Event

- One-time
- Series (2 or more times)

Timing of Event

Preferred date(s) and time: _____

- Sunday morning, 9:30-10:30 a.m. (education hour)
- Other (specify): _____

Room Needs

- Grace Hall (entire)
- Grace Hall I
- Grace Hall II
- Esperanza Café
- Other _____

Do you need wall closed? Yes No

Describe any special room set needed: _____

Technology Needs

- Microphone
- DVD player/projection screen
- Laptop
- Help running equipment
- Other _____

Promotion Needs

- Sunday bulletin
- Weekly ebulletin
- Friendly Visitor*
- Website

Sunday announcements

Temple Talk. Who will present? _____

Who will provide promotional copy? Sponsoring group Adult Faith Enrichment Team (AFET) Comm. Dir.

Other Needs _____

Form for Grace adult educational events only. Complete and return to AFET mail box at least 4 weeks before event. For all other space usage needs, contact church office.

Information shared with (For Adult Faith Enrichment Team Use only):

- AFET
- Pastor
- Jackie/Todd
- Chuck
- Michelle
- Other _____