



Event Engagement Form

- Date and Time of Event _____
- Type of Event (Hymn Sing, Worship Service, etc) _____
- Location (include address) _____
- Venue (Social Hall, Sanctuary, Outside Pavilion, etc) _____
- Open to public or private event _____
- Advertising/Merchandise
 - Will event be advertised and by what method _____
 - Can AOJ provide poster for event location _____
 - Can event be advertised on AOJ website/Shoutlife Page _____
 - Can AOJ sell merchandise (T-shirts, CD, etc) _____
- Equipment/Song Requirement (AOJ will bring wireless mics and would request access at least 1 hour prior to event)
 - Piano available _____
 - Sound System (Amp, Speakers, etc) available for mics _____
 - AOJ to provide sound system (need couple outlets in area) _____
 - Time AOJ can come to set up equipment/sound checks _____
 - # of songs _____
- Contact Person _____ Telephone _____
 - Email Address _____ Address _____
 - Date of Request _____ Need response by _____

❖ To Email Form, save file to your computer before filling out the form.

Contact Willie Mitchell at 465-9172 or email ambassadorsofjoy@gmail.com.
Electronic Form can be found at www.strasburgumc.org and click on Ministries to email form.