

Today's Date: \_\_\_\_\_

**EVENT NAME:** \_\_\_\_\_ **EVENT DATE:** \_\_\_\_\_

Ministry: \_\_\_\_\_ DeiVision: \_\_\_\_\_

Event Contacts:

Contact 1: \_\_\_\_\_ Contact 2: \_\_\_\_\_

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Email: \_\_\_\_\_

# of Payments?  Single, One-Time Payment  Deposit and Installment Payments

Event Costs: Full Cost: \$ \_\_\_\_\_ Registration: \$ \_\_\_\_\_

Is your event registration fee non-refundable?  Y  N

*To detail multi-level event costs, please describe on the back.*

Refund deadlines and terms for balance payments: (All refunds must be DVM-Approved via ministry check request. Refunds are NOT given in The Gallery.)

1: \_\_\_\_\_ % by \_\_\_\_\_ 2: \_\_\_\_\_ % by \_\_\_\_\_ 3: \_\_\_\_\_ % by \_\_\_\_\_

Registration Period: From \_\_\_\_\_ To \_\_\_\_\_

Registration Actual Close Date: \_\_\_\_\_

Balance Payments' Final Due Date (if applicable): \_\_\_\_\_

Registration form required? (Forms supplied by ministry. Please attach.)  Y  N

Registrant Types: \_\_\_\_\_ Max # of Attendees \_\_\_\_\_ DVM Approval Required?

Type 1. \_\_\_\_\_  Y  N

Type 2. \_\_\_\_\_  Y  N

Type 3. \_\_\_\_\_  Y  N

Type 4. \_\_\_\_\_  Y  N

Type 5. \_\_\_\_\_  Y  N

Are products included in the registration payment? If yes, please describe.  Y  N

Product 1.  Book  Lunch  T-Shirt  Ticket  Other: \_\_\_\_\_

Item Name and Details: \_\_\_\_\_

Suggested Price: \$ \_\_\_\_\_

Suggested Vendor: \_\_\_\_\_

Product 2.  Book  Lunch  T-Shirt  Ticket  Other: \_\_\_\_\_

Item Name and Details: \_\_\_\_\_

Suggested Price: \$ \_\_\_\_\_

Suggested Vendor: \_\_\_\_\_

Product 3.  Book  Lunch  T-Shirt  Ticket  Other: \_\_\_\_\_

Item Name and Details: \_\_\_\_\_

Suggested Price: \$ \_\_\_\_\_

Suggested Vendor: \_\_\_\_\_

Preferred Receipt Update Method:  Welcome Center  Staff Mailbox: \_\_\_\_\_

Final registrant update from The Gallery needed by: \_\_\_\_\_

Roster and balance information tracking are the sole responsibility of the ministry leader/event contact. The Gallery at Friendship will forward payment information daily as received. All payments during non-Gallery operational hours should be dropped in the Safe Drop located on the second floor left of the sanctuary doors using the Safe Drop envelopes located in the information kiosks. The Gallery at Friendship is open Sunday, 8:30A-1:30P and Wednesday, 5P-7P. Please email [thegallery@friendshipcharlotte.org](mailto:thegallery@friendshipcharlotte.org) with event setup questions and other information. The Gallery prefers at least two (2) weeks notice to process and prepare for new events.



MINISTRY EVENT INFORMATION

