



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 with event setup questions and other information. The Gallery prefers at least two (2) weeks notice to process and prepare for new events.

GALLERY PRE-EVENT FORM

