



Summit Community Church

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Ministry Booking Form

Last Updated:
Feb 5, 2024

Full Name _____ Ministry / Group / Team _____

Email _____ Phone Number _____

Start Time _____ End Time _____ Date(s) _____

Frequency _____ Set Up Time _____ Strike Time _____

Event / Gathering Title _____ Average. # of Attendees _____

Location Preference(s) - please note if your preferred space or time cannot be accommodated, we will reach out to you with an alternative suggestion.

- No Preference
- Main Office - Upper East Office
- the Shop
- Main Office Boardroom
- the Barn
- a space for kids
- Main Office Basement
- Other (please specify): _____

Amenities & Resources Request - please note if your request cannot be accommodated, we will reach out to you with an alternative suggestion.

- Main Office Kitchen
- Chairs
- Audio &/or Visual
- the Barn - Summit Blend
- 6' Rectangle Tables
- TV or Projector
- the Shop Kitchenette
- 6' Round Tables
- Music or Live Worship
- No Preference
- Other (please specify): _____

Please describe your ideal set up (i.e. stadium seating, table & chairs set up, etc)

Hospitality Request - please note if we cannot accommodate your request, we will reach out to you with an alternative suggestion.

- Coffee / Tea / Hot Water
- Pre-packed Snacks
- Lunch Catering
- Juice / Pop
- Breakfast Catering
- Dinner Catering
- NONE
- We will provide our own hospitality (please explain): _____

Communications Request - please note our Communications team will provide a plan based on requests that can be accommodated into our SCC Communications plan.

- Printed Promotions
- Social Media Posts
- eBlast
- Digital Promotions
- Church Announcements
- Signage
- Website / App Events
- Other (please specify): _____