

## SPECIAL SERVICES OR EVENTS WITHIN A NORMAL CHURCH SERVICE

*For special services not specifically defined by the Book of Common Prayer and to be held within a regular church service*  
A "Yellow Sheet" also must be submitted.

Special Service/Event Title \_\_\_\_\_

Date of Service \_\_\_\_\_ Which Church Service (8:00AM, 10:00AM, 5:00PM, Multiple) \_\_\_\_\_

If 8:00AM or 5:00PM, do you require ushers (Yes/No) \_\_\_\_\_

Person whom the vergers may contact and who will be present at least 30 minutes before the service to coordinate the group involved. *(Vergers availability before the service is limited.)*

Name \_\_\_\_\_ Email \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Where in the Church will the special service/event take place (Usually at the front of the Nave)?  
\_\_\_\_\_

Is there a text document to be used by the clergy in the special service (Yes/No) \_\_\_\_\_

- *If not, please explain in the space below what is to be done in the special service.*

Do you want reserved seating (Yes/No) \_\_\_\_\_ For how many \_\_\_\_\_

If reserved seating, do you want the group to walk in the Processional (Yes/No) \_\_\_\_\_

- *When a group is in the Processional, the group DOES NOT process out during the Recessional.*
- *Must have reserved seating if the group is to be in the Processional.*
- *Can have reserved seating without the group being in the Processional.*
- *If someone in a group does not want to walk in the Processional, they are welcome to sit in the reserved seats before the service.*

Will an approved banner be on display (Yes/No) \_\_\_\_\_ Which Banner \_\_\_\_\_?

*The banner can be displayed even if the group is not in the processional and/or no reserved seats*

During the special service/event, will you need:

A hand microphone (Yes/No) \_\_\_\_\_

Other sound equipment (Yes/No) \_\_\_\_\_ What Items \_\_\_\_\_

Other special items \_\_\_\_\_

Is there other information that the clergy or vergers should know about?

If more space is needed, use the back of this form.

Submitted by \_\_\_\_\_