

How To Submit A Facility Request Form

1

Navigate to <https://www.greaternewbirthchurch.org/>



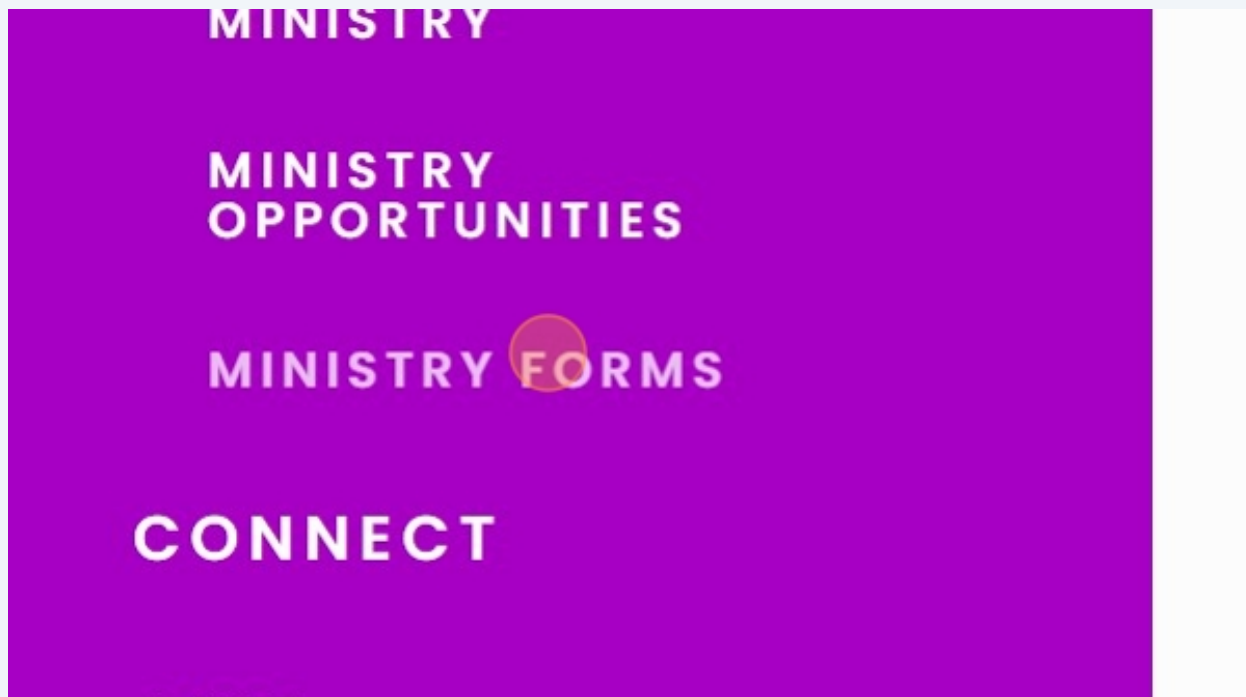
2 Click here.



3 Click "Ministries"



4 Click "Ministry Forms"



5 Click "Facility and Set Up Request Form"



6

Be sure to include Ministry Pastor's, COD's, and Coordinator's email addresses, separated by commas in the "Email Recipient(s) field.

Fields marked with an * are required
**Email Recipient(s) Please be sure to
include Ministry Pastor, COD,
Coordinator for approval. ***

7

Select the GNB Location.

**Please select your Greater New Birth
Location**

Select

First Name *

- 8 Enter your first name in the "First Name " field.

First Name *

Last Name *

- 9 Enter your last name in the "Last Name *" field.

Last Name *

Email *

- 10 Enter your email address in the "Email *" field.

Email *

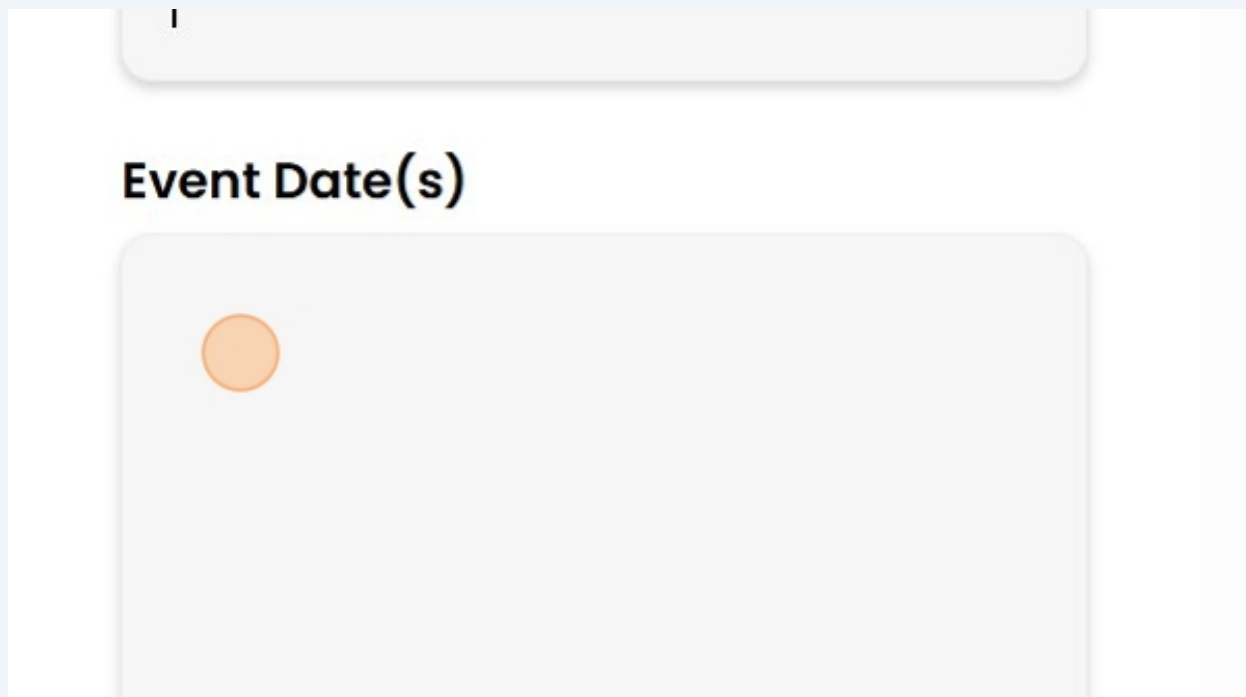
Contact Number *

- 11 Enter your number in the "Contact Number *" field.

Contact Number *

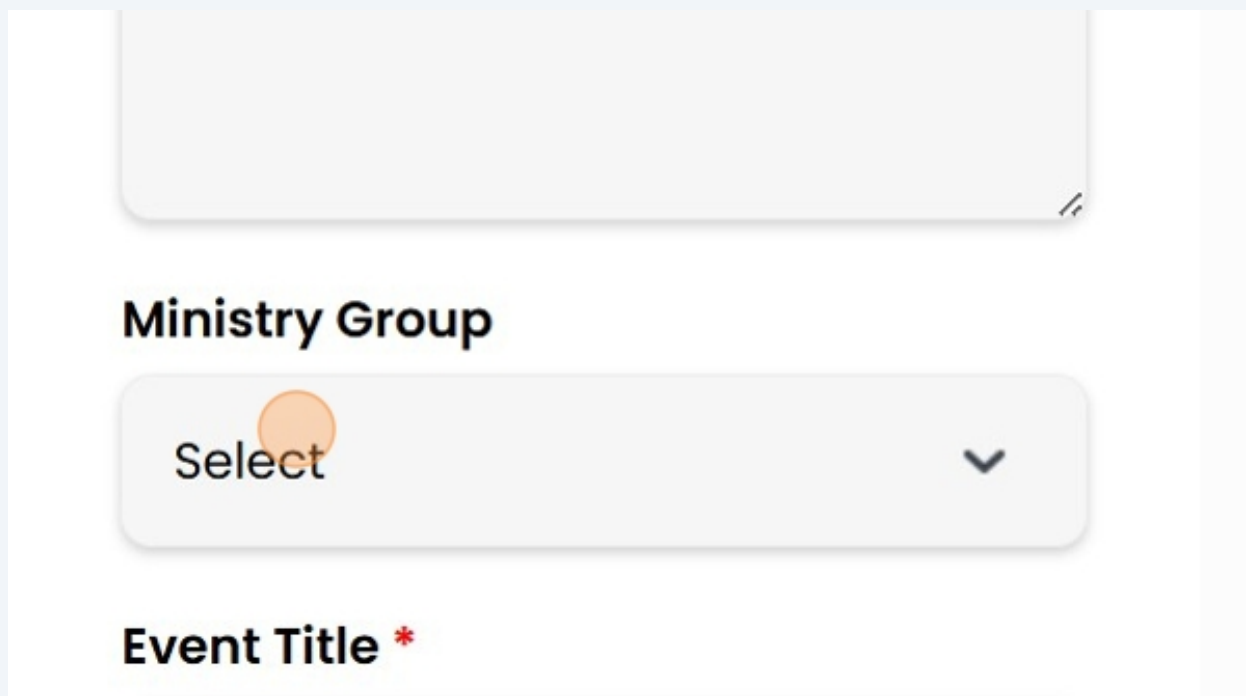
Event Date(s)

- 12 Enter the date of the event in the "Event Date(s)" field.



A screenshot of a form section. At the top, there is a light gray rectangular input field with a small orange circle on its left side. Below this field is the label "Event Date(s)" in bold black text. Under the label is a large, light gray rectangular area, possibly a calendar or a date picker, which also has a small orange circle on its top-left corner.

- 13 Select the ministry to which the event belongs.



A screenshot of a form section. At the top, there is a light gray rectangular input field with a small orange circle on its left side. Below this field is the label "Ministry Group" in bold black text. Under the label is a light gray rectangular dropdown menu with the word "Select" on the left, a small orange circle on the left side of the text, and a downward-pointing arrow on the right. Below the dropdown menu is the label "Event Title *" in bold black text, with a red asterisk.

- 14 Enter the title of the event in the "Event Title *" field.

A screenshot of a form interface. At the top, there is a light gray rounded rectangle containing the word "Select" and a downward arrow icon. Below this, the label "Event Title *" is displayed in bold black text. Underneath the label is a light gray rounded input field with an orange circular cursor on the left. Below the input field, the label "Type of Event *" is displayed in bold black text. At the bottom, there is another light gray rounded input field, partially visible.

- 15 Select the type of event from the dropdown.

A screenshot of a form interface. At the top, there is a light gray rounded rectangle. Below it, the label "Type of Event *" is displayed in bold black text. Underneath the label is a light gray rounded dropdown menu with the word "Select" and a downward arrow icon. Below the dropdown, the label "How Often *" is displayed in bold black text. At the bottom, there is another light gray rounded input field, partially visible.

- 16 Select the frequency of the event from the dropdown.

Select



How Often *

Select



Select Desired Day(s) *

☐ Sunday ☐ Monday ☐ Tuesday

- 17 If the set up is required over multiple days, check ALL that apply in the "Select Desired Day(s) *" field.

Select Desired Day(s) *

☐ Sunday ☐ Monday ☐ Tuesday

☐ Wednesday ☐ Thursday

☐ Friday ☐ Saturday

**(Please note, facility access
Tuesday – Friday begins at**

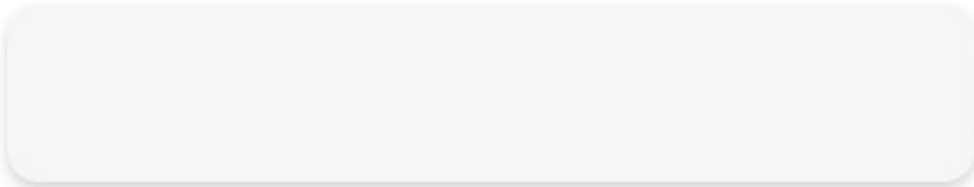


- 18 Enter the time set up will begin in the "Set Up Time *" field.

Set Up Time



Start Time

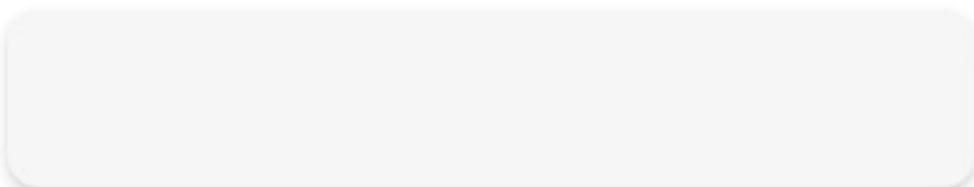


- 19 Enter the START time of the event in the "Start Time" field.

Start Time



End Time



- 20 Enter what time the EVENT ends in the "End Time" field.

End Time

Break Down Time

- 21 Enter what time facilitates can break down in the "Breakdown Time *" field.

Break Down Time

Are you requesting a table in the main foyer?

- 22 Select an answer from the dropdown for a Ministry table in the main foyer.

.

Are you requesting a table in the main foyer?

Select ▼

- 23 Select which facility you are requesting from the dropdown.

1. Facility Requested

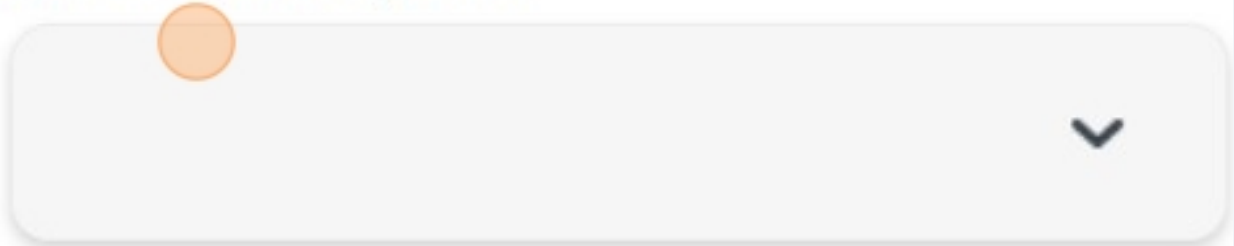
Select ▼

1. Setup Request

▼

- 24 Select your desired setup from the dropdown.

1. Setup Request

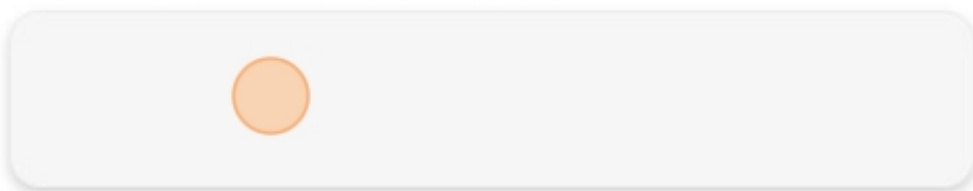


Visual examples below. Please select from the

...

- 25 Enter the anticipated number of attendees in the "Expected Attendance" field.

1. Expected Attendance



1. Equipment Needed

- ☐ Dry Erase Board ☐ Easel
☐ Flip Chart ☐ Podium

- 26 Select what equipment is needed in the "Equipment Needed" field.

1. Equipment Needed

- ☐ Dry Erase Board ☐ Easel
☐ Flip Chart ☐ Podium

i NOTE: If you need additional spaces for the same event date(s), please provide your details using 2 - 5 below. If a total of 5 space requests are not needed, please leave the additional fields (facility requested, setup request, expected attendance, and equipment needed) blank.

- 27 Select which facility you are requesting from the dropdown.

2. Facility Requested

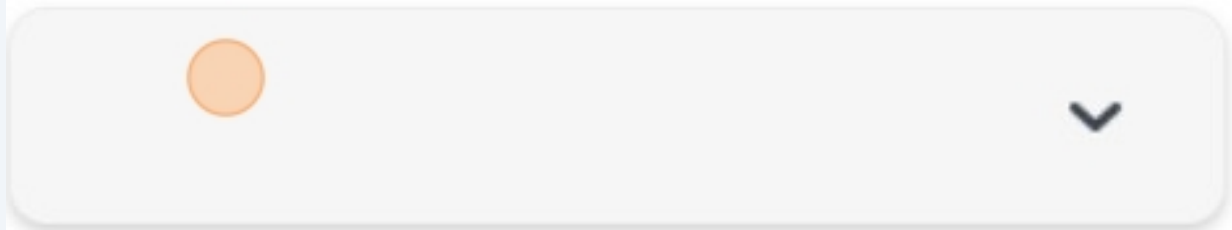
▼

2. Setup Request

▼

- 28 Select your desired setup from the dropdown.

2. Setup Request

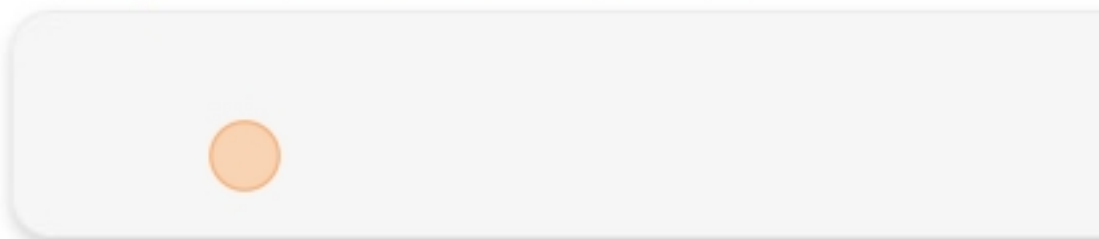


Visual examples below. Please select from the

... ..

- 29 Enter the anticipated number of attendees in the "Expected Attendance" field.

2. Expected Attendance



2. Equipment Needed

☐ Dry Erase Board ☐ Easel

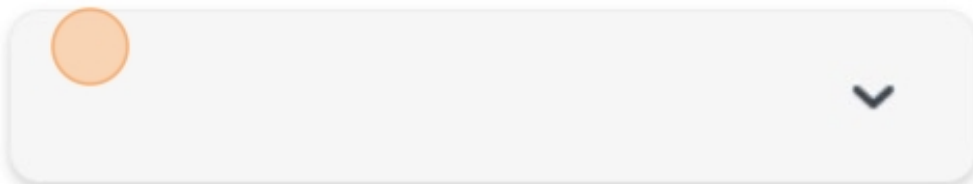
- 30 Select what equipment is needed in the "Equipment Needed" field.

2. Equipment Needed

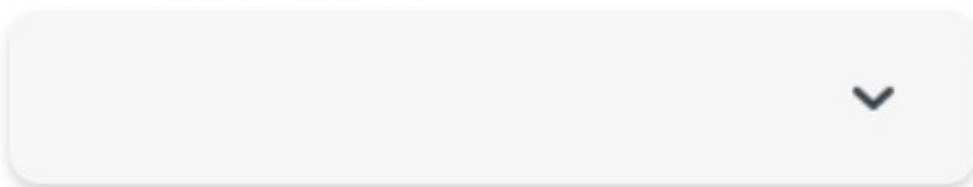
- ☐ Dry Erase Board ☐ Easel
☐ Flip Chart ☐ Podium

- 31 Select which facility you are requesting from the dropdown.

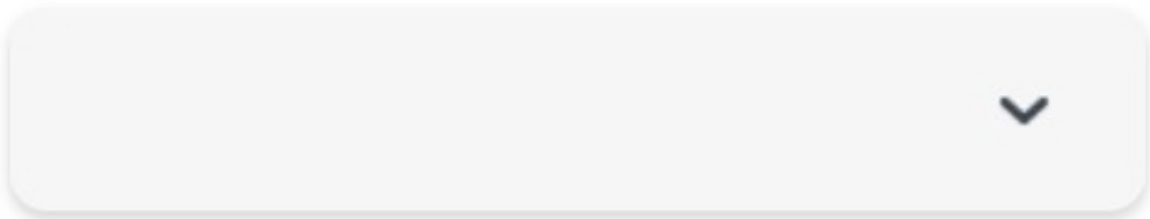
3. Facility Requested

A light gray rounded rectangular dropdown menu with a small orange circle on the left and a downward arrow on the right.

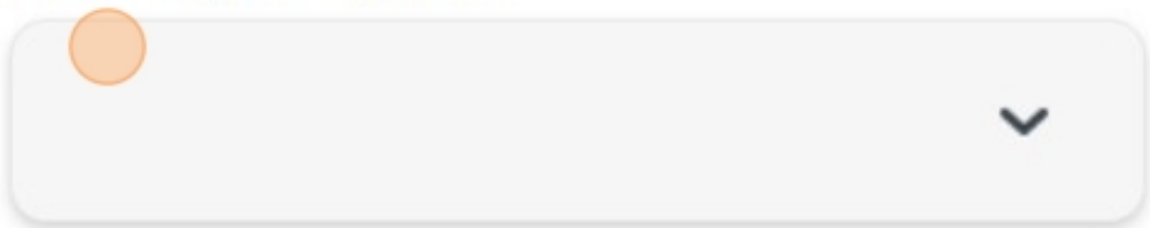
3. Setup Request

A light gray rounded rectangular dropdown menu with a downward arrow on the right.

- 32 Select your desired setup from the dropdown.

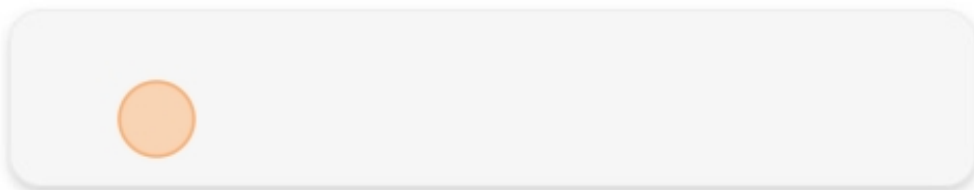


3. Setup Request



- 33 Enter the anticipated number of attendees in the "Expected Attendance" field.

3. Expected Attendance



3. Equipment Needed

- ☐ Dry Erase Board ☐ Easel
☐ Flip Chart ☐ Podium

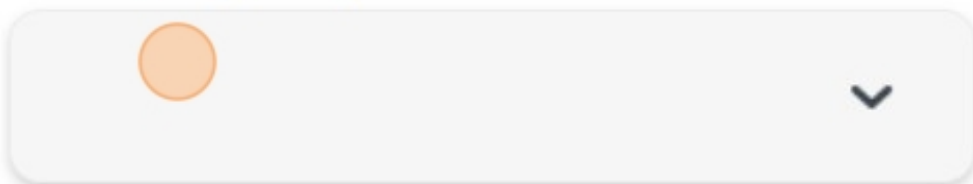
- 34 Select what equipment is needed in the "Equipment Needed" field.

3. Equipment Needed

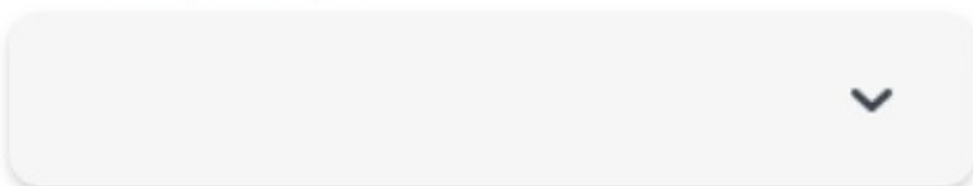
- ☐ Dry Erase Board ☐ Easel
☐ Flip Chart ☐ Podium

- 35 Select which facility you are requesting from the dropdown.

4. Facility Requested

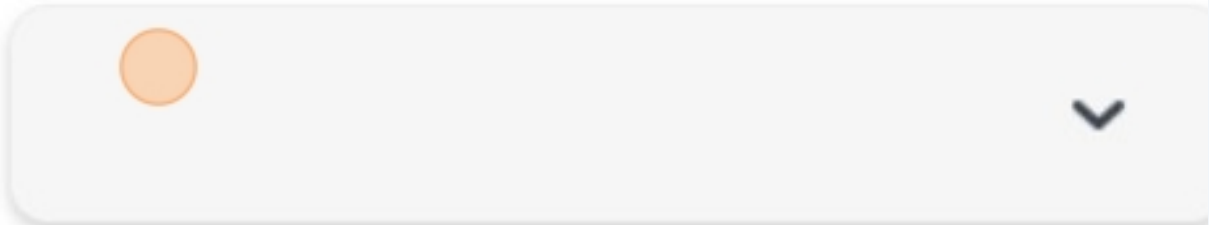
A light gray rounded rectangular dropdown menu with a small orange circle on the left and a downward arrow on the right.

4. Setup Request

A light gray rounded rectangular dropdown menu with a downward arrow on the right.

- 36 Select your desired setup from the dropdown.

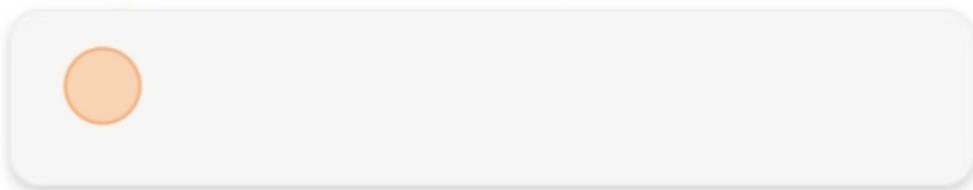
4. Setup Request



Visual examples below. Please select from the list above.

- 37 Enter the anticipated number of attendees in the "Expected Attendance" field.

4. Expected Attendance



4. Equipment Needed

- ☐ Dry Erase Board ☐ Easel
☐ Flip Chart ☐ Podium



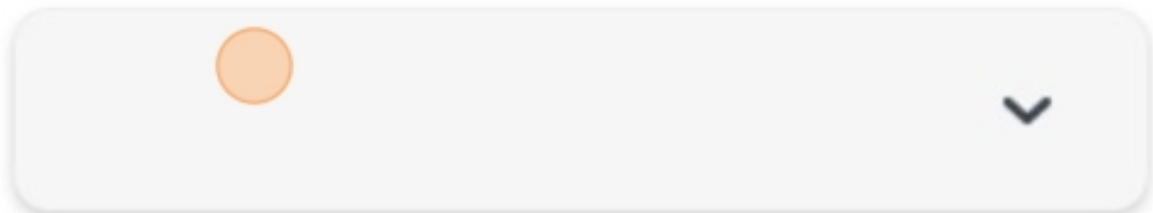
- 38 Select what equipment is needed in the "Equipment Needed" field.

4. Equipment Needed

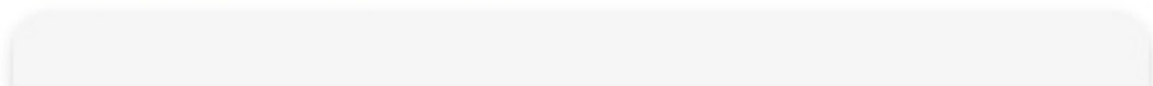
- ☐ Dry Erase Board ☐ Easel
☐ Flip Chart ☐ Podium

- 39 Select which facility you are requesting from the dropdown.

5. Facility Requested

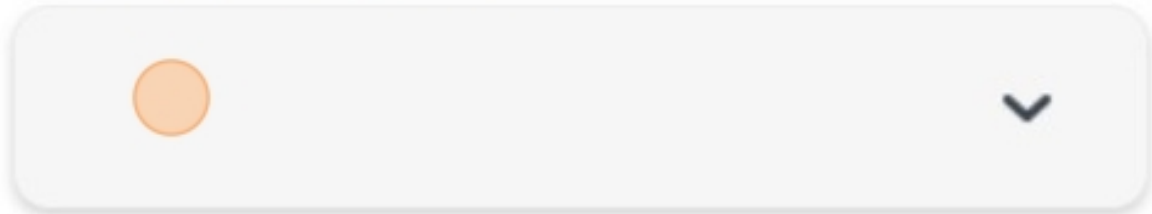


5. Setup Request



- 40 Select your desired setup from the dropdown.

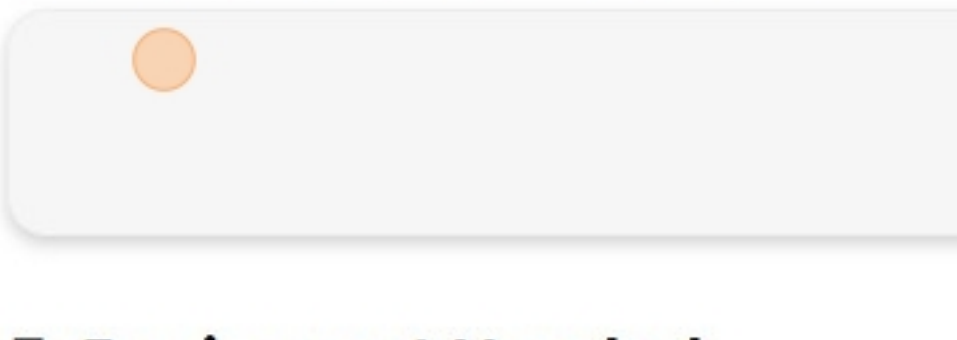
5. Setup Request



Visual examples below. Please select from the list above.

- 41 Enter the anticipated number of attendees in the "Expected Attendance" field.

5. Expected Attendance



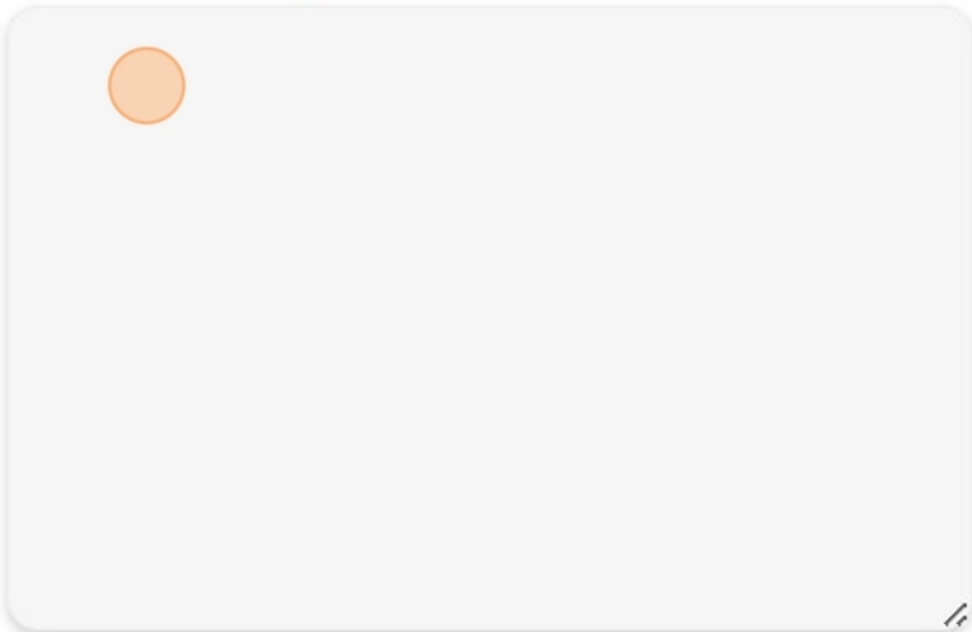
- 42 Select what equipment is needed in the "Equipment Needed" field.

5. Equipment Needed

- ☐ Dry Erase Board ☐ Easel
☐ Flip Chart ☐ Podium

- 43 Enter any logistical information, concerns, or questions you have in the "Comments/Additional Information" field.

Comments/Additional Information



****Supportina Documentation****

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Confirm you are not a robot and select "Send Message"



I'm not a robot



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