

## EDUCATION/EVANGELISM REQUISITION

Will an agenda be used for the event/activity?    Yes    No

If applicable, has guest speaker submitted presentation outline?    Yes    No

What type of material(s) will be used during event/activity? (*check all that apply*)

Book(s)                       CD(s)                       DVD(s)/Video(s)

PowerPoint Presentation                       Magazine(s)                       Lesson Curriculum(s)

Other (*please specify*): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Title(s) of Material(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What is the desired objective in using the material(s)? \_\_\_\_\_

\_\_\_\_\_

Will material(s) be distributed to audience?    Yes                       No

Has permission been granted to copy material(s)?    Yes                       No

**[Attach copy of written document verifying permission]**

Are podiums, white boards, or flip charts needed?    Yes                       No

If yes, how many of each?

The signature below confirms that this department will assist with the event/activity on the date and specified time shown on the cover sheet.

\_\_\_\_\_

Authorized Signature

\_\_\_\_\_

Date