

## IMMANUEL COVID-19 TEAM SERVICE REQUEST

Hello! Thank you for your interest in keeping everyone as safe and healthy as possible. The Immanuel COVID Team is happy to assist you in planning your activity/event. To start the process, we will need some information from you. Please collect the information below and contact Karen at [betziglundberg@charter.net](mailto:betziglundberg@charter.net) or call 715-579-9892. We look forward to hearing from you.

Title of Event/Activity: \_\_\_\_\_

Brief Description of Event/Activity: \_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Date(s) of Event/Activity: \_\_\_\_\_ Time(s): \_\_\_\_\_

### Who is participating?

☐ Number of participants \_\_\_\_\_

☐ Age Group(s):

☐ Preschool and younger

☐ Children

☐ Teens

☐ Adults

☐ Seniors

### Where on Immanuel property will the event take place?

☐ Inside

☐ Outside

☐ Rooms and areas that will be used: \_\_\_\_\_

☐ Restroom access is needed

### What will the participants be doing?

☐ Length of time participants will be onsite: \_\_\_\_\_

☐ How will participants be interacting? \_\_\_\_\_

☐ Equipment or materials participants will be handling: \_\_\_\_\_