

**FBC Ministry Event Request Form**

Today's Date: \_\_\_\_\_

Name of Requestor/Contact Person: \_\_\_\_\_

Name of Event/Activity: \_\_\_\_\_

Purpose of this Event: \_\_\_\_\_

Date of Event/Activity: \_\_\_\_\_

Time of Event/Activity: Starting \_\_\_\_\_ Ending \_\_\_\_\_

Room(s) / Space Needed in Church: \_\_\_\_\_

This event will take place outside of Church. Where: \_\_\_\_\_

Set-up Times and Dates: \_\_\_\_\_

Will food be served during this event? Yes \_\_\_\_\_ No \_\_\_\_\_

Who will prepare the food? \_\_\_\_\_

Housekeeping/Maintenance Needs: \_\_\_\_\_

Will you have a clean-up committee? \_\_\_\_\_

Speaker(s) Needed: Yes \_\_\_\_\_ No \_\_\_\_\_

**NOTE: All speakers and or preachers must be approved by the Pastor before extending an invitation.**

Name of Speaker(s): \_\_\_\_\_ Phone \_\_\_\_\_

Announcement(s) Needed: Yes \_\_\_\_\_ No \_\_\_\_\_

Dates of Announcements: From \_\_\_\_\_ To \_\_\_\_\_

How do you plan to cover event expenses? \_\_\_\_\_

Estimated budget/cost for Event \_\_\_\_\_

This event is approved as planned.

This event cannot be approved at this time. Reason(s): \_\_\_\_\_

\_\_\_\_\_