

## FIRST BAPTIST CHURCH EVENT REQUEST FORM

*“And let us consider how we may spur one another on toward love and good deeds. Let us not give up meeting together, as some are in the habit of doing, but let us encourage one another--- and all the more as you see the Day approaching.” ~ Hebrews 10:24-25 NIV*

- Prior to Submitting this form, please check the church's master calendar and verify that there are no conflicts with this date. A print out is available on the church's website. If you would like access to online version please contact Deaconess Deanna Boomer.
- Please remember, submitting this form does not automatically mean that this event is approved. You will receive notification of approval and/ or any necessary changes.
- All guest ministers and speakers must be approved by the pastor before proceeding forward.
- **Important: Once completed, please keep a backup copy for yourself prior to submitting this form. Please do not submit your only copy. Please submit form to the Event Coordinator Sis. Lois Fisher.**

EVENT NAME: \_\_\_\_\_

PROPOSED DATE OF EVENT: \_\_\_\_\_ PROPOSED TIME: \_\_\_\_\_ TO \_\_\_\_\_ a.m/p.m

NAME OF EVENT CHAIR/ COORDINATOR: \_\_\_\_\_ CONTACT PHONE: \_\_\_\_\_

Brief Description/ Purpose of Event:

\_\_\_\_\_  
 \_\_\_\_\_

Please check all spaces needed for this event:

- Sanctuary     Fellowship/ Dining Area  
 Kitchen                       Other Location (where: \_\_\_\_\_)

- Deacon/Deaconess Ministry
- Hospitality Ministry
- Media Ministry
- Men’s Ministry
- Missionary Ministry
- Music Ministry
- Trustee Ministry
- Usher Ministry
- Women’s Ministry
- Youth Ministry
- Sunday School Ministry
- Other

How many people are you expecting? \_\_\_\_\_

|  |   |  |
|--|---|--|
| SUBMITTED BY:<br><br>_____<br>PLEASE PRINT<br><br>_____<br>DATE SUBMITTED<br>_____ | <input type="checkbox"/> EVENT IS APPROVED AS PROPOSED WITH MX BUDGET OS \$ _____ FROM CHURCH TREASURY<br><br><input type="checkbox"/> EVENT IS APPROVED WITH FOLLWING CHANGES:<br>_____<br>_____<br><input type="checkbox"/> EVENT CANNOT BE APPROVED AT THIS TIME FOR FOLLOWING REASON:<br>_____<br>_____ | _____<br>REV. DR. C. E. WILLIAMS<br><br>_____<br>DATE APPROVED<br><br>_____<br>FINANCE COMMITTEE |
|--|---|--|

**FBC EVENT FORM -- REQUEST FOR MINISTRY HELP**

All approved events automacilly recive support from the Deacons/ Deaconess, Usher and Trustee ministries and will be added to the churchcalendar and announced in the Sunday program bullentins.

All members and ministries of FBC are always encouraged to attend our events and to provide assistance as needed; however please nte below what specific ministry help will be needed so that assistance can be properly planed in advance.

**Please circle (Y) or (N) in answer to the following questions.**

|   |       |   |  |
|---|-------|---|--|
| Are you planning to invite an outside speaker(s)?<br>(must be approved by Pastor) | Y   N | If yes,<br>contact: Church Adminstrator | At least 4-6 weeks prior to event to arrange confirmation of speaker |
|---|-------|---|--|

|   |       |                                      |  |
|---|-------|--------------------------------------|--|
| - If so, will the speaker be paid fee?<br>\$_____ | Y   N | If yes,<br>contact: Trustee/ Finance | At least 4 weeks prior to event to arrange for check |
|---|-------|--------------------------------------|--|

|  |       |  |  |
|--|-------|--|--|
| - Is there a special gift given? \$_____ | Y   N |  |  |
|--|-------|--|--|

|   |                |  |  |
|---|----------------|--|--|
| Will food be served?<br>Will funds be needed<br>\$_____ | Y   N<br>Y   N | If yes,<br>contact:<br>Sis Erma Rieves | At least 4 weeks prior to event to arrange for check |
|---|----------------|--|--|

|                                    |       |   |                                 |
|------------------------------------|-------|---|---------------------------------|
| Will you have a clean-up committee | Y   N | If yes,<br>contact: Hospitality Committee | At least 4 weeks prior to event |
|------------------------------------|-------|---|---------------------------------|

Wold you like Media Ministry services?

|                         |       |  |  |
|-------------------------|-------|--|--|
| -Video, Pictures, etc.? | Y   N |  |  |
|-------------------------|-------|--|--|

|             |  |  |  |
|-------------|--|--|--|
| -Publicity? |  | If yes,<br>contact: Bro Terrence Hearn |  |
|-------------|--|--|--|

|                                |       |                |                                 |
|--------------------------------|-------|----------------|---------------------------------|
| -Letter, flyer to area churchs | Y   N | Media Ministry | At least 4 weeks prior to event |
|--------------------------------|-------|----------------|---------------------------------|

|                               |       |  |  |
|-------------------------------|-------|--|--|
| -Postcards or special mailing | Y   N |  |  |
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|                         |       |  |  |
|-------------------------|-------|--|--|
| -Newspaper advertisemnt | Y   N |  |  |
|-------------------------|-------|--|--|

|                        |       |  |  |
|------------------------|-------|--|--|
| -Internet Advertisemnt | Y   N |  |  |
|------------------------|-------|--|--|

|  |       |  |                                 |
|--|-------|--|---------------------------------|
| Do you require Music Ministry services?<br>Live or Digital _____ | Y   N |  | At least 4 weeks prior to event |
|--|-------|--|---------------------------------|

|  |       |   |                                 |
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| DO you need programs?<br>(if yes, how many_____) | Y   N | If yes,<br>contact: Church Adminstrator | At least 4 weeks prior to event |
|--|-------|---|---------------------------------|