

MINISTRY:

EVENT PROPOSAL -APPROVAL FORM

			_							
Day of Event:	□ Su	□ M □	□Tu □W		□ S a	Date of I	Event:		/	/
Start Time:			M □ PM	End Time:		\Box AM \Box PM	Set U _J	Time:		\Box AM \Box PM
			*building clos	es at 9PM;8P	M July & August					
Proposed title:										
Target gender:		□Male								
Target age:		□ Chilo	dren (ages:	3-12) □ Teer	1 (ages 13-18)	☐ Young Ad	ult (19 t	o 35) 🗆 A	dult 🗆 Se	enior 🗆 All
Partnership wi other ministry	:									
This event pres										
		Bringin	g People to) Christ		Secular Inform	nation			
Event overview	/ :									
Program Detai	ils:									
Recurrent Event:		□No	□ Yes, e	very:						
Attendance go	als <u>:</u>									
Event objectives:										
Advertisement		In-House: ☐ Worship Announcement ☐ Worship Bulletin ☐ Narthex Fliers								
Needed:		□ Facebook □ Eblast □ Web Site □ ALL								
□No										
		Extern	al Mailing	g to: □ Othe	r Churches	s □ Commun	ity Org	ganizatio	ons	
Event Program	l	□No								
Needed:	, ,									
Guest Speaker	(s):	☐ Yes, j	provide nai	me/title/affili	ation:					
□No										
Budget for this	3	\$		Out of m	y ministric	es yearly bud	get			
event:					No □Yes					
Special Reques	st(s):									
Youth Event:										
Off-Site:		□ Voc :	narmiccio	n slip requi	red □No					
			•							
SU						p off complete forms are appro				e
FOR OFFICE US	SE ON	 LY•								
Date Submitte			Ini	tial:	Date Sub	mitted for App	proval:		Ini	tial:

Needed Resources:

	☐ Deacon Grover Jones, Sr. Fellowship Hall (FH) ☐ Reverend Louis W. Hughes Chapel (C)							
requested:								
	□ Worship Center Sanctuary (WCS) □ Worship Center Computer Room (WCC)							
	\Box Lower Level Elevator Lobby (LLEL) \Box Annex (A) \Box Narthex (N)							
	□ Other							
Narthex	□ Narthex Table on <u>Worship Sunday</u> Date(s):							
request:	FOR NARTHEX ONLY - How many tables? How many chairs?							
Space	☐ Theater Style: chairs all facing one direction with an aisle							
setup details:	How many chairs? Facing stage □ Yes □ No							
uccuiiov	□ Round tables and chairs:							
□None	How many tables (max. 12)? How many chairs at each table (8-10)?							
	☐ Classroom: tables and chairs facing the stage How many tables? How many chairs at each table?							
	☐ Hollow Square: tables in a square with chairs. ☐ on the outside ☐ on the outside & inside							
	☐ U-Shaped: <i>tables in a U with chairs</i> ☐ on the outside ☐ on the outside and inside							
	□ Need extra tables: Where? How many?							
	□ Other: (diagram welcomed)							
	needed: *requires technician							
	nctuary Sound System/# ofMicrophone(s)							
	D Projector □ Screen □ VCR/TV □ VCR/DVD/TV Required: □ Yes □ No							
rood service	Required: 11es 11vo							
Event contac	of person(s).							
Event contact Full name:								
Event contact Full name: Telephone:								
Full name:								
Full name: Telephone: Email :								
Full name: Telephone: Email : Full name:								
Full name: Telephone: Email :								
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