## EVENT PROPOSAL -APPROVAL FORM

MINISTRY:


Program Details:

| Recurrent Event: | $\square$ No $\square$ Yes, every: |
| :---: | :---: |
| Attendance goals: |  |
| Event objectives: |  |
| Advertisement Needed: | In-House: $\square$ Worship Announcement $\square$ Worship Bulletin $\square$ Narthex Fliers $\square$ Facebook $\square$ Eblast $\square$ Web Site $\square$ ALL External Mailing to: $\square$ Other Churches $\square$ Community Organizations |
| Event Program Needed: | $\square$ No $\square$ Yes |
| Guest Speaker(s): <br> $\square$ No | $\square$ Yes, provide name/title/affiliation: |
| Budget for this event: | $\$$ Out of my ministries yearly budget <br> $\square$ No $\square$ Yes  |
| Special Request(s): |  |
|  |  |
|  |  |
|  |  |

Youth Event:

| Off-Site: | $\square$ Yes, permission slip required $\quad \square$ No |
| :--- | :--- |

SUBMITTING YOUR FORM: Please email, fax or drop off completed form to the Church Office (Please note, the calendar will be confirmed after forms are approved by Pastor Williams)

## FOR OFFICE USE ONLY:

Date Submitted:
Initial:
Date Submitted for Approval:
Initial:

Needed Resources:

| Facilities requested: | $\square$ Deacon Grover Jones, Sr. Fellowship Hall (FH) $\quad \square$ Reverend Louis W. Hughes Chapel (C)  <br> $\square$ Worship Center Sanctuary (WCS) $\square$ Worship Center Computer Room (WCC) <br> $\square$ Lower Level Elevator Lobby (LLEL) $\square$ Annex (A) $\quad \square$ Narthex (N) <br> $\square$ Other $-\quad$  |
| :---: | :---: |
| Narthex request: | $\square$ Narthex Table on Worship Sunday Date(s): <br> FOR NARTHEX ONLY - How many tables? $\qquad$ How many chairs? $\qquad$ |
| Space setup details: $\square$ $\square \text { None }$ | $\square$ Theater Style: chairs all facing one direction with an aisle <br> How many chairs? $\qquad$ Facing stage $\square$ Yes <br> Round tables and chairs: <br> How many tables (max. 12)? $\qquad$ How many chairs at each table (8-10)? $\qquad$ <br> $\square$ Classroom: tables and chairs facing the stage <br> How many tables? $\qquad$ How many chairs at each table? $\qquad$ <br> $\square$ Hollow Square: tables in a square with chairs. on the outside on the outside \& inside U-Shaped: tables in a U with chairs..... on the outside on the outside and inside Need extra tables: Where? $\qquad$ How many? $\qquad$ Other: (diagram welcomed) |
| Equipment needed: ${ }^{*}$ requires technician     <br>      <br> $\square$ Sanctuary Sound System/\# of Microphone(s) $\quad \square$ Podium $\square$ Piano   <br> $\square$ LCD Projector $\quad \square$ Screen $\square$ VCR/TV $\quad \square$ VCR/DVD/TV    |  |
| Food Servic | Required: $\square$ Yes $\square$ No |

## Event contact person(s):

| Full name: |  |
| :--- | :--- |
| Telephone: |  |
| Email: |  |


| Full name: |  |
| :--- | :--- |
| Telephone: |  |
| Email : |  |

## FOR OFFICE USE ONLY, Pastor Williams:

$\square$ Event Approved
Event Not Approved
Pastor's Initials $\qquad$ Date:___1_1_1_

Comment: $\qquad$
$\qquad$
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