

ELIZABETH BAPTIST CHURCH
 PASTOR CRAIG L. OLIVER, SR.

www.elizabethbaptist.org

OFFICE USE ONLY

Date Received: _____ Received By: _____
 Completed: Yes / Date: _____ No
 Copies Forwarded to Media _____ Office Admin. _____

ADMINISTRATIVE REQUEST

*** Please allow at least 10 business days for completion. Requests are not guaranteed due to availability so prepare for other options. * If this request is part of an event, all forms must be submitted in "Event Planning Packet" 3 months in advance.*

Event Name: _____ Today's Date: _____
 Name of Ministry, Auxiliary, Board or Committee: _____
 Contact Person's Name: _____
 Phone Number: _____ E-Mail Address: _____
 Date/Time of Event: _____ Location of Event: _____

Mass Mailing – Date Needed: _____
 Letterhead Quantity _____
 _____ Labels Needed
 _____ Envelopes Needed

Updated Ministry Roster

Other Items Needed
(costs will be deducted from Ministry Budget)

Ball Field Lights
 Traffic Officers
 Shuttle Service
 I.T. Service (based upon approval)

E-Mail Blast – For specific groups from church database only.
 Date Needed: _____
 Who are we contacting? _____
 Message: _____

Phone Tree – Date Needed: _____

- Based upon approval.
- Recorded by ministry leader or someone in your ministry.
- Depending upon your search quantity Phone Tree could take up to 5 days to complete.

Message: _____

Marquee Request (Only three rows with 26 spaces for each row are allowed)

EBC: THE REAL EXPERIENCE

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