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| **Calvary Baptist Church**  3911 Garrison Boulevard \* Baltimore, MD 21215 \* 410-664-2111  Dr. Stephen J. Russell, Jr., Pastor | | |
| **EVENT REQUEST FORM** | | |
| **Instructions:**   * **Submit this form to the Executive Minister or Church Office at least 60 days prior to your event.** * **Submission of this form does not imply an automatic approval of your event.** * **Once received and approved, this form will be forwarded to the requested support ministries.** * **A reply will be returned within two weeks of receipt.** | | |
| Ministry Sponsoring Event: | | Date Submitted: |
| Description of Activity: | | |
| Proposed Date(s): | Alternate Date(s): | |
| Start Time: | End Time: | |
| Estimated No. of Participants: | Location(s) Requested: | |
| Anticipated Income: | Anticipated Expenses: | |
| * Will need funds from the church * Will not need funds from the church   If funds are needed, please fill in below:  Amount of request: $  Date funds are needed:  **\*NOTE: REQUISITION FORMS WILL STILL NEED TO BE TURNED IN TO THE TRUSTEE MINISTRY\*** | | |
| **Point of Contact for this Event:** | | |
| **Home Phone:** | **Work/Cell Phone:** | |
| **E-mail address:** | | |
| **Signature of Ministry Leader:** | | |
| **Executive Minister’s Approval:** | | |

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| **EVENT REQUIREMENTS** | |
| * **Food Event** | **Type of Food:**   * Dinner * Other * Breakfast * Lunch   **\*PLEASE CONTACT THE CULINARY MINISTRY TO DISCUSS IN DETAIL\*** |
| * **Transportation Needed** | **No. of Passengers:**  **Departure Time: Return Time:**  **Driver Name:**  **\*PLEASE CONTACT THE TRANSPORTATION MINISTRY TO SECURE A DRIVER PRIOR**  **TO SUBMISSION.** |
| **Equipment Needed:**   * Easel 🞎 TV/DVD 🞎 CD Player 🞎 Flip Chart * Microphones 🞎 Podium 🞎 Other: | |
| **Ministry/Ministerial Support Requested:**   * Sound/Media Ministry 🞎 Transportation Ministry 🞎 Usher Ministry * Music & Sacred Arts Ministry 🞎 Hospitality Ministry 🞎 Security Ministry * Pastor/Executive Minister 🞎 Associate Minister(s): * Other: | |
| **Administrative Assistance Requested:**  **🞎** Newsletter 🞎 Office Shadowbox 🞎 Pulpit Announcements  **🞎** Copy work  **NOTE: COPYWORK MUST BE SUBMITTED AT LEAST ONE WEEK IN ADVANCE\*** | |
| **If special set-up is requested, diagram set-up below:**  **Total no. of tables/chairs:** | |