|  |
| --- |
| **Calvary Baptist Church**3911 Garrison Boulevard \* Baltimore, MD 21215 \* 410-664-2111Dr. 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:** |

|  |
| --- |
| **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:**  |