

FBCM

Event Planning

Ministry Request Form

Date Request Completed: _____
Event Name: _____
Ministry Name: _____
Event Location: _____
Event Theme: _____

Event Date and Time: _____
Event Point of Contact: _____
Contact No: _____ or _____

Special Events Ministry Services

(Please check items needed)

- | | |
|---|-------------------------------------|
| <input type="checkbox"/> Registration | <input type="checkbox"/> Bags |
| <input type="checkbox"/> Decorations | <input type="checkbox"/> Supplies |
| <input type="checkbox"/> Transpiration | <input type="checkbox"/> Technology |
| <input type="checkbox"/> VIP - Special Guests | <input type="checkbox"/> Programs |
| <input type="checkbox"/> Badges | <input type="checkbox"/> Mail-Outs |

Ministry Services Request

(Please check ministries needed)

- | | |
|---|---|
| <input type="checkbox"/> Armor of God | <input type="checkbox"/> Strong Man Ministry |
| <input type="checkbox"/> Banquet | <input type="checkbox"/> Multimedia (Sound and Video) |
| <input type="checkbox"/> Book Store | <input type="checkbox"/> Nursery |
| <input type="checkbox"/> Deaconess | <input type="checkbox"/> Parking |
| <input type="checkbox"/> Deacons | <input type="checkbox"/> Photography |
| <input type="checkbox"/> Health Care | <input type="checkbox"/> Ushers |
| <input type="checkbox"/> Hospitality | <input type="checkbox"/> First Gym |
| <input type="checkbox"/> Inspirational Voices/Praise Team | <input type="checkbox"/> Liturgical Dance |
| <input type="checkbox"/> Women of Excellence | <input type="checkbox"/> Tech |

Advertising Services Requested

(Please check all that apply)

- | | |
|-------------------------------------|--|
| <input type="checkbox"/> Banners | <input type="checkbox"/> Ad Booklet |
| <input type="checkbox"/> Posters | <input type="checkbox"/> Magazine/Newspaper Ad |
| <input type="checkbox"/> Post Cards | <input type="checkbox"/> TV |
| <input type="checkbox"/> Program | <input type="checkbox"/> Radio |
| <input type="checkbox"/> Flyer | <input type="checkbox"/> Internet: (Eventbrite and FBCM Website) |

PLEASE NOTE: All forms are to be submitted after the Pastor of Operations' approval of event and date at least 90 days prior to the event to the SPECIAL EVENTS MINISTRY MAILBOX or EMAIL us at: FBCM.SEM@gmail.com

Submitted By: _____
Approval By: _____

Date: _____
Date: _____