

**Antioch Missionary Baptist Church
EVENT REQUEST FORM**

Submit a hardcopy of this form four weeks prior to proposed date of event to the **Business Office**
ALL approval signatures **required prior to** submission to the Business Office

Proposed Event Date →			
Name of Event →			
Purpose →			
Target Group →			
Time Building Open →	Start Time →	End Time →	Building Close →
Location of Event →			
Room Set-up Requirements → (attach diagram if necessary)			
Equipment Needs → A. Sound/Microphones? B. Musical Instruments? C. Audio/Visual/Projector? D. Other?			
Kitchen Requirements → A. Food Preparation/Set-up? B. Set-up only? C. Fully Catered event?			
Contractual Services Required → A. Type? B. Quantity? C. Date/Time Needed? D. Suggested Vendors? E. Projected Cost?			
Uniformed Security Requested → yes <input type="checkbox"/> no <input type="checkbox"/>			
Contract Special Situation Cleaning → yes <input type="checkbox"/> no <input type="checkbox"/>			
Sponsoring Ministry →			
Lead/Contact for this Event →		Contact # →	
Other Needs Related to this Event →			
Pastor Approval (If NOT on the approved church calendar presented in January)			
Ministry Leader/ Committee Chair Approval			
Ministry Coordinating <u>Deacon</u> Approval			
+++++FOR BUSINESS OFFICE USE ONLY+++++			
Date Received by Business Office			
Business Manager Notes A. Support ministries notified? B. Supplies/Services ordered? C. Other_____			