Event Planning Request Form

Complete this form in its entirety and submit to Pastor A. T. Pearson or Marhonda Ezell as soon as possible.

5/1/2013
Mt. Sinai Baptist Church aka "The Mount"
Church Administration Team

Mt. Sinai Baptist Church Event Planning Form

This form is designed to be your "one stop" for church event planning. Please check each area needed, fill out that section and return to Church Clerk or Admin. Assistant. *(Deadline is by the End of Bible Study.)*

1. Calendar Request

Event Name _____ Date_____ Time _____ to _____

Group Sponsoring _____ Person in Charge _____

Phone _____ Expected Attendance (#) _____

2. Communication

Bulletin announcement needed? ◯Yes ◯No

If yes, when would you like the announcement to run? _____

If you'd like to add your own wording for this announcement, please provide your own wording below.
If there's additional advertisements needed, please indicate in this area as well. (flyers, posters, etc.)

3. Room/Equipment Reservation

Room(s)/Area(s) requested *(Please insert ALL rooms/areas anticipated.)*

_____

Anticipated Time Needed to Set-Up/Tear-Down _____

Arrival Time for set-up Location _____ Tear down finished by _____

Do you require use of the sound system? ◯Yes ◯No *(Note only authorized personnel may operate the sound system. There may be a fee associated with this request.)*

Equipment requested: Tables - How many? _____ Folding Chairs - How many? _____

Other equipment *(Please specify)* _____

Please remember that the responsibility for set-up and clean-up must be accepted by the group sponsoring the event. Please leave the facility in the same condition you found it or better. All equipment must be returned to its original location immediately following your event.

I understand and agree to the above conditions regarding the use of the facilities, equipment and communication.

Signed _____ **Date** _____

OFFICE USE ONLY:

Received by_____ Date_____

Pastor Approval _____

A copy of this form will be returned to you as final approval of your requests.
All date changes must be resubmitted in writing to the church office for re-approval.

Mt. Sinai Baptist Church Event Planning Form [continued…]

This section will help you explain further information about the event in question by giving an in-depth look at the use of the church campus along with anything that needs to be financed by Mt. Sinai Baptist Church.

1. **Sanctuary Usage Prior to the Event**
   If you are planning an event that requires usage of the church campus (such as rehearsals, installation of equipment prior to the event date, etc.), please list all of the dates you are requesting below.
   (Ex. Choir Rehearsal | Saturday, November 2, 2013 | from 12 pm to 2 pm)

Purpose	*Day & Date*	*Time*

If you require more space or need to further explain these dates, please do so below.

[NOTE: After reviewing your dates, you will receive correspondence from the church administration team, letting you know whether your submitted dates are approved. If for any reason you are unable to use the sanctuary on any dates listed above, there will be an alternative date suggested to you at this time.]

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Mt. Sinai Baptist Church Event Planning Form [continued…]

2. **Financial Request for Your Event**
   Below is a simple budget form to complete. Please enter the item, purpose, desired quantity, cost for the total quantity of the item. The Table will automatically total the list for you.

Item	*Purpose*	*Desired Quantity*	*Total Cost*
		Approximate Total	$0.00

[NOTE: After reviewing your financial request, you will receive correspondence from the church administration team, letting you know whether your submitted budget has been approved or needs to be adjusted.]

A copy of this form will be returned to you as final approval of your requests.
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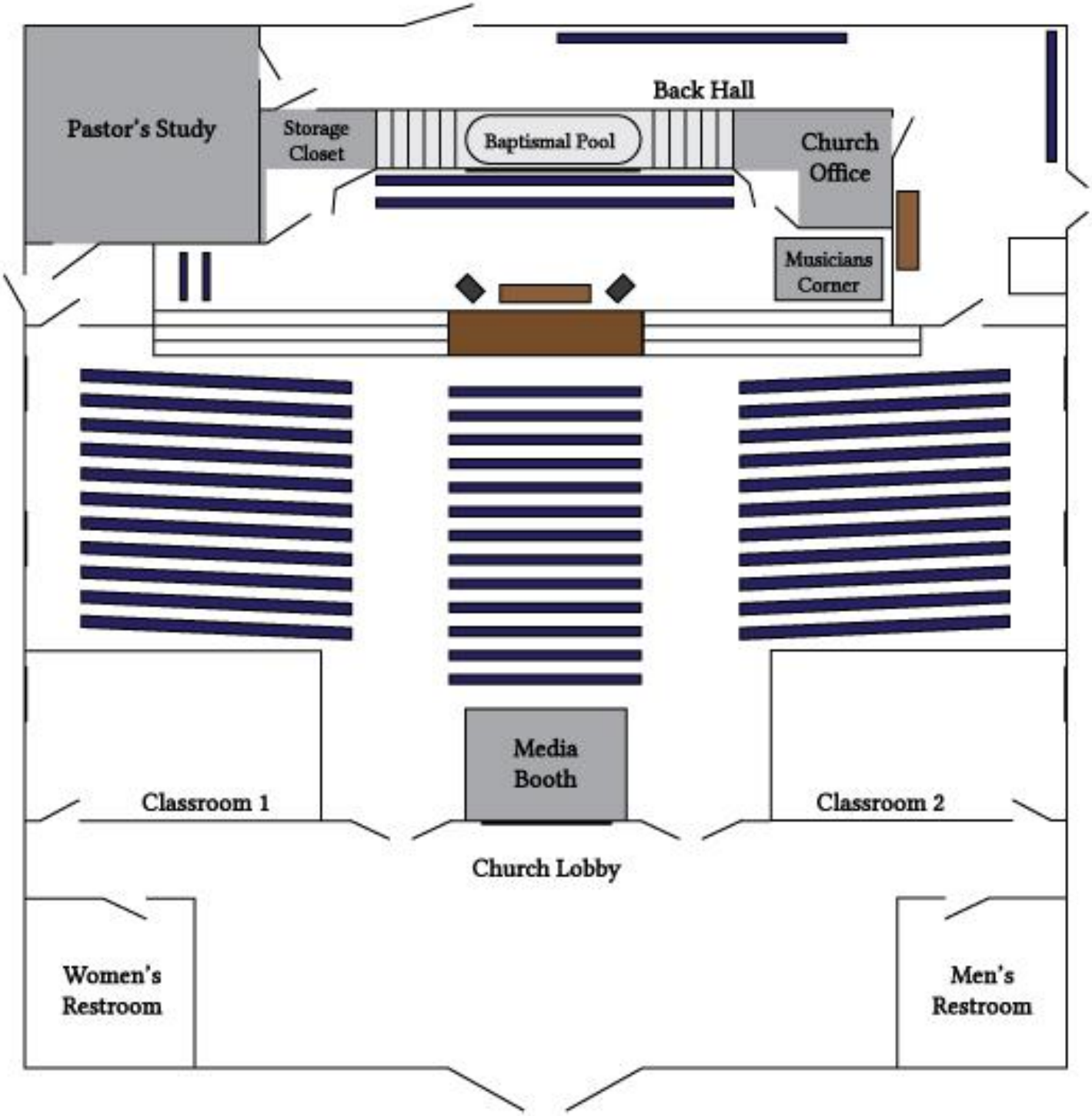
Mt. Sinai Baptist Church Event Planning Form [continued...]

If your request is for an ***indoor*** event that requires set-up for props & decorations, please layout your preliminary set-up below. **Note:** The gray sections are prohibited unless approval is given by Pastor Pearson.



You will most likely have to print this page and submit it in-person to the Administrative Staff.

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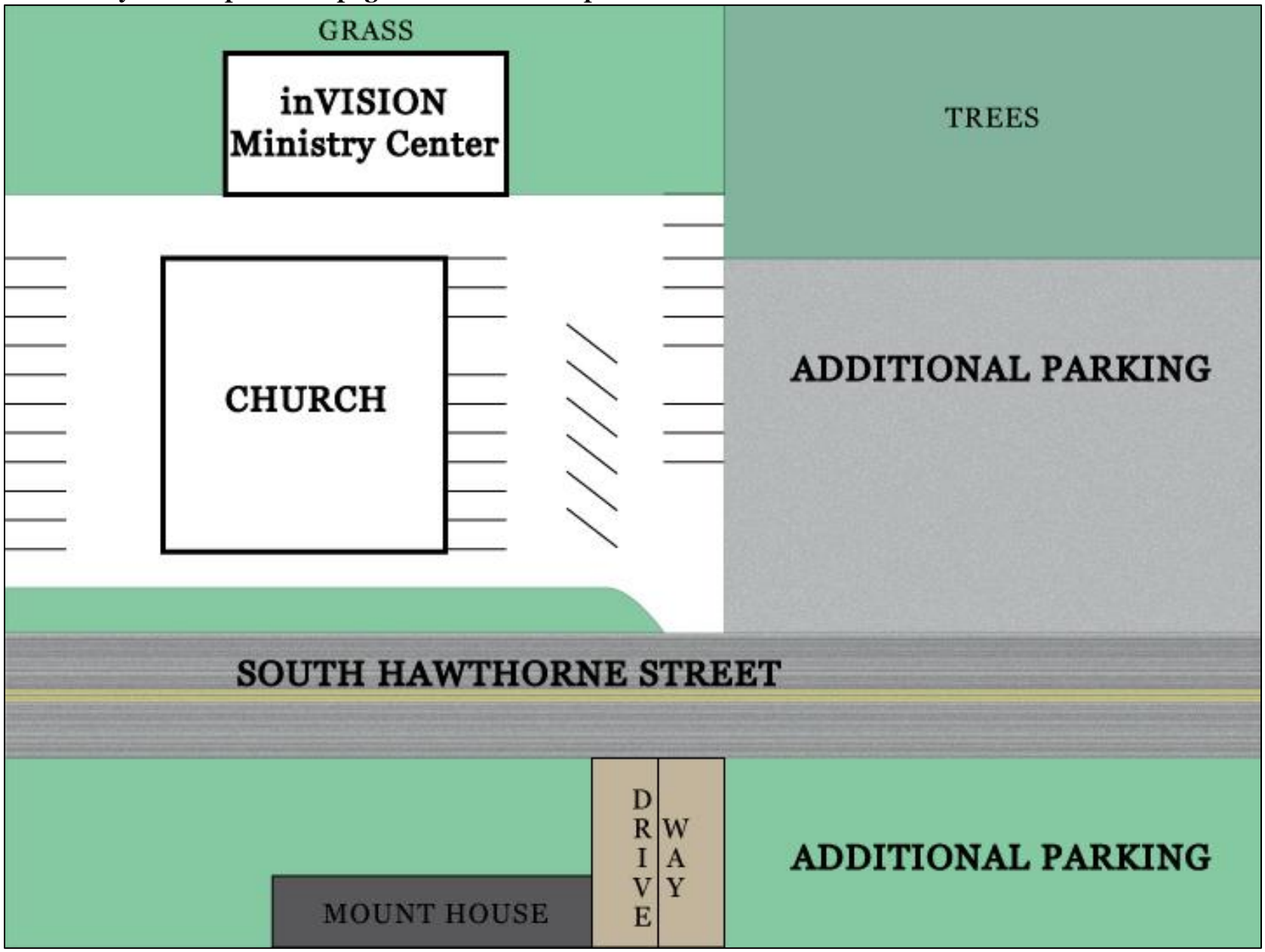
Mt. Sinai Baptist Church Event Planning Form [continued...]

If your request is for an ***outdoor*** event that requires set-up, please layout your preliminary set-up below. Please take note of the trees, grass, as well as the additional parking areas. **Note:** The Mount House is prohibited.
You will most likely have to print this page and submit it in-person to the Administrative Staff.