

CHURCH EVENT FORM

New Hope Missionary Baptist Church – Williston FL

To be completed by Event Leader

In order to secure an event on the approval of New Hope Missionary Baptist Church calendar, this form must be completed and turned into the program committee chairperson, Betty Monroe to pass on to the Pastor for approval.

The following steps should be followed to ensure proper coordination and maximum success of the proposed event.

1. Discuss with and receive approval from Ministry/Team Leader for the event.
2. Please complete & submit this form in a timely manner
3. Your request is not approved until you receive an approved & signed copy of this form.
4. Final approval of any speaker(s) is at the discretion of the Pastor.

NAME OF EVENT LEADER: _____

NAME OF EVENT: _____

EVENT TYPE: _____

DATE OF EVENT

1ST. Choice _____

2ND. Choice _____

3RD. Choice _____

Approved

Date
