**PILGRIM BAPTIST CHURCH**

**EVENT REQUEST FORM**

The Event Request Form should be completed and returned to the church administrator 6 weeks prior to the event. Once your date and event is confirmed, it is your ministry responsibility to contact other ministries you need for your event at least one month prior to the event. The church administrator will notify church personnel and place your event on the calendar.

1. **Date Submitted**: Click here to enter a date.
2. **Title of Event**: Click here to enter text.
3. **Date of Event:** Click here to enter text. Start Time: Click here to enter text. End Time: Click here to enter text.
4. **Sponsoring Ministry:** Click here to enter text.
5. **Event Manager/Contact Person:** Click here to enter text.
6. **How does this event support the Church’s mission? (i.e., evangelism, outreach, worship, and/or B.O.C.E):** Click here to enter text.
7. **What Church resources do you anticipate needing (check all that apply):**

 Yes No

Fellowship Hall [ ]  [ ]

Kitchen [ ]  [ ]

Sanctuary [ ]  [ ]

Library [ ]  [ ]

New Addition – 1st Floor [ ]  [ ]

New Addition – 2d Floor [ ]  [ ]

New Addition – 3rd Floor [ ]  [ ]

3rd Floor Education Wing [ ]  [ ]

Administrative Services [ ]  [ ]

Maintenance Staff Services [ ]  [ ]

Usher Services [ ]  [ ]

Music & Fine Arts [ ]  [ ]

Microphone Services [ ]  [ ]

Video Services [ ]  [ ]

Copy Services [ ]  [ ]

1. **Explain in detail all items that are checked “Yes”:** Click here to enter text
2. **Estimated number of people:** Click here to enter text.
3. **Additional setup information you believe will assist in your event:**  Click here to enter text.