



# Ministry Event/Activity Request Form

Completely fill out Request, obtain signatures and **DO NOT** commit to date or contract until approved.  
Submit completed form to COM at [com@alphaworship.org](mailto:com@alphaworship.org) or place in COM's mailbox.

Date Form Submitted: \_\_\_\_\_

**Submission Deadline:** Please submit this form no later than **75 days prior to the event date**. The success of your event depends on your timely planning and the completion of this form within the deadline, which almost always guarantees a successful event that glories God.

(If you are completing a hardcopy, please write legibly)

Ministry: \_\_\_\_\_

Ministry Leader Name, Phone Number, Email: \_\_\_\_\_

Director's Signature (Ministry Leader to obtain): \_\_\_\_\_

Ministry's Steward's Signature (Ministry Leader to obtain): \_\_\_\_\_

## Event Information

Event Title: \_\_\_\_\_ Event Date(s): \_\_\_\_\_

Budgeted Amount for Event: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

Event Times: Start \_\_\_\_\_ End \_\_\_\_\_

Venue Location: \_\_\_\_\_ Approved: Yes  No

Purpose & Description of Event (no more than 4 lines): \_\_\_\_\_

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## Planning Logistics

Requisition for Funds Submitted: Yes  No

(Must be submitted no later than 30 days before event. Please also submit the Event Financial Planning Worksheet.)

Sleeping Accommodations: None Required  Required

Tickets: Will not be sold  Will be sold  Ticket Price: \$ \_\_\_\_\_

Event Registration: None Required  Required  Registration Fee: \$ \_\_\_\_\_

Registration Table: None Required  Required  Number of Tables \_\_\_\_\_

Attire: Casual  Church Attire  Semi-Formal  Formal

**Culinary:** None required  Required  Budget: \$ \_\_\_\_\_

Meal Style: Sit down  Buffet

Type of Service: Prepare Only  Prepare and Serve  Serve Only

Requested Menu #1 (\$): \_\_\_\_\_

Requested Menu #2 (\$\$): \_\_\_\_\_

Requested Menu #3 (\$\$\$): \_\_\_\_\_

Special Dietary Requests: \_\_\_\_\_

**Color Scheme:** \_\_\_\_\_ **Decorations Needed:** \_\_\_\_\_

**Publications:** None Required  Required  (Must submit an Announcement Request Form)

**Marketing:** None Required  Required  Budget: \$ \_\_\_\_\_ (Requisition Funds form)

**Ushers:** None Required  Required

**Greeters:** None Required  Required

**Daycare:** None Required  Required

**Nurses:** None Required  Required

**Security:** None Required  Required

**Steward:** None Required  Required

**Volunteers:** None Required  Required  Number Requested: \_\_\_\_\_

**Describe Volunteer Assistance Needed (no more than 3 lines):** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Speaker(s)**

**Speaker Name and Church:** \_\_\_\_\_

**Speaker Approved:** Yes  No  **Fee:** \$ \_\_\_\_\_ **Arrival Time:** \_\_\_\_\_

**Transportation:** None Required  Required

**Accommodations:** None Required  Required

**Additional Information:** \_\_\_\_\_

**Facilities / Operations Needs**

**Setup Needed?** Yes  No  Time: \_\_\_\_\_

**Breakdown Needed?** Yes  No  Time: \_\_\_\_\_

**Room(s) Required:** Sanctuary  Fellowship Hall  Classroom(s)  Number of Classrooms \_\_\_\_\_  
Lobby Front  Lobby Back

**Set-Up:** Classroom  U Shape  T Shape  Hollow Square  Conference  Banquet

**Tables:** Round Tables  Number of Tables \_\_\_\_\_ Long Tables  Number of Tables \_\_\_\_\_  
Number of Chairs \_\_\_\_\_

**Room Support:** Podium  White Board  Flip Chart  Easel  Projection Screen

**Guest/VIP Hospitality Room:**  Number of Guests \_\_\_\_\_ Refreshments \_\_\_\_\_

**Guest/VIP Parking:**  Number of Spaces Needed \_\_\_\_\_ Vehicle Type(s): \_\_\_\_\_

**Guest/VIP Seating Area:**  # of Guests: \_\_\_\_\_ Location(s): \_\_\_\_\_

**Guest Product Sales:** CDs/DVDs  Books  Other: \_\_\_\_\_

**Additional Information:** \_\_\_\_\_

**Media Needs**

**Media Services:** Videotaping  Audio Taping  Photography  PowerPoint Presentation

**Media Equipment:** Laptop  TV  VCR  DVD Player  Projector

**Sound Needs:** Portable Sound  Microphone  Number of Microphones \_\_\_\_\_

**Additional Information:** \_\_\_\_\_

**Worship & Arts Needs**

Band  Musician  CDs  DJ  Praise Team  Soloist  Choir  Dance Ministry  Drama Ministry

Choir(s)/Soloist Requested: \_\_\_\_\_

Requested Selections: 1) \_\_\_\_\_ 2) \_\_\_\_\_

Describe Drama Need: \_\_\_\_\_

\_\_\_\_\_

**APPROVAL**

Pastor's Signature: \_\_\_\_\_

Approval Date: \_\_\_\_\_

COM's Signature: \_\_\_\_\_

Approval Date: \_\_\_\_\_

*This signature certifies that the above form has been approved and accepted for inclusion on the Church Calendar for the event date required. Please notify COM immediately of any event modifications/cancellations.*

- \* \$ (\$5 - \$12) = hot dogs, deli sandwiches, chips, etc.
- \$\$ (\$12 - \$20) = chicken legs/thighs, rice pilaf, string beans, etc.
- \$\$\$ (\$20 +) = chicken breast, fish, tossed salad, etc.