

## Ministry Event Approval Form

The Fellowship Center – 10901 Rhode Island Ave., Unit 77, Beltsville, MD 20705

NOTE: Please submit your event requests at least 60 days in advance of event date.

Remember to check the availability of your desired date on the ministry calendar.

Date Submitted: \_\_\_\_\_ Submitted By: \_\_\_\_\_ Ministry: \_\_\_\_\_

Pastoral Leader: \_\_\_\_\_

1. What is your planned event name/title? \_\_\_\_\_

2. What is your planned event date and time? \_\_\_\_\_

3. Describe your event and explain why you will hold the event. \_\_\_\_\_

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

4. Who is your target audience? Please check all that apply.

TFC Members       Local Community       Extended Community       External Ministries

5. What is the Biblical message of your planned event? \_\_\_\_\_

\_\_\_\_\_  
6. **Logistical requests:** Minimum # of attendees to hold event: \_\_\_\_\_ Maximum # of attendees expected \_\_\_\_\_ Do these numbers include participants only or participants and ministry planning team members? \_\_\_\_\_

What facility space do you need?       Sanctuary       Kitchen       Classroom

Please list rehearsal dates, if any. \_\_\_\_\_

Registration Open Date: \_\_\_\_\_ Registration Close Date: \_\_\_\_\_ Donation

Requested: \_\_\_\_\_

**SPECIAL NOTE: If your event is off site, please complete the Off-site Planning sheet.**

7. You must have a team of volunteers to help with planning, setting up, breaking down and running your event.

8. What is your set-up time? \_\_\_\_\_ # of tables needed: \_\_\_\_\_(Round)\_\_\_\_\_(Rectangular)  
# of chairs per table \_\_\_\_\_ **(You MUST provide a diagram with the desired setup/layout for your event if TFC Operations Team or Trustee is handling your setup.)**
9. BUDGET PLANNING: Explain how you will finance this event. (Please submit a budget using the “Event Form Budget Worksheet” located on the website under forms. **(Budgets are due at least 30 days prior to event.)**)

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10. Will you need any hospitality service?  YES  NO

**Please contact Lady D., Hospitality administrator no later than 3 weeks before your event.**

Table Linens  Chair Covers  Center Pieces

Other \_\_\_\_\_ Color Scheme \_\_\_\_\_

11. Is AV support needed? \_\_\_\_\_ **(If yes, please contact an AV team member team with specifics 3 weeks prior.)** There may be a \$15 per hour charge for this service.

12. Will any Arts Ministry team be needed? **(Circle all that apply:)** Mime; Dance; Praise Team; Step Team; other) **It is your responsibility to contact and secure the respective Arts Ministry leader.**

13. Will you need promotion by flyers or announcements? \_\_\_\_\_. **If yes,** please complete an Announcement form thoroughly describing what you would like to say to your target audience.

14. If you are providing an honorarium, please complete a Voucher Requisition form and submit it the Finance Pastor overseeing your ministry funds. **The Senior Pastor has limited and capped all honorariums.**

The Pastoral and ministry leaders should debrief following the event. A debrief guide is available on the website.

\*\*\* Event Approved or Denied: Pastoral Leader’s Signature: \_\_\_\_\_

If the event is not approved, the Pastoral Leader, please provide a brief explanation:

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## OFF-SITE PLANNING

- 1) Who will provide transportation? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 2) What will be the meeting location and time? \_\_\_\_\_  
\_\_\_\_\_
- 3) What is the anticipated arrival time to the event site? \_\_\_\_\_
- 4) What time will you depart FROM the event? \_\_\_\_\_
- 5) What is the anticipated return time from the event? \_\_\_\_\_
- 6) If anyone under the age of 18 years will be transported by someone other than a parent or guardian, a waiver form must be completed. (Located under the Forms tab of the website.)