

Initial Event Approval Process

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

NOTE: Request must be at least 60 days in advance of event date.

Remember to check the availability of your desired date.

Date of Requested: _____ Submitted By: _____ Ministry: _____

7-Fold Leader: _____

1. What is your planned event name/title? _____

2. What is your planned event date and time? _____

3. Why is your planned event being held? _____

4. Who is your the planned event audience? _____

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

6. What are your logistical requests: Meeting space needed? _____

Expected attendance? _____ Rehearsal dates? _____

7. Do you have a team of volunteers to help with: planning, setting up, breaking down and serving/running your event? (A team of volunteers **must** be established during the **initial** planning of your event).

8. BUDGET PLANNING: How will your planned event be financed? (To submit a budget, please use **only** the Event Form Budget Worksheet Question Eight. [also on the website – wearetfc.org]).

9. Will you need hospitality services? _____ (If yes, please specify needs on a separate sheet.)

10. Will AV equipment be needed? _____ (If yes, please provide details) _____

11. Will any Arts Ministry be needed? (Circle all that apply: Mime; Dance; Praise Team; Step Team; other: _____)

12. Will you need promotion by flyers or church announcements? _____ How will you promote your event to reach the Fellowship Center family? _____ How will you promote your event to reach the community? _____

13. If a voucher must be submitted, are you familiar with that process? _____

The 7-fold Leader and ministry leader will complete a “Post Event evaluation” and submit it to the Senior Pastor.

*** Event Approved or Denied: 7-Fold Leader’s Signature: _____

If event is denied, 7-Fold leader should provide a brief explanation: _____

