

Swartz First Baptist Church Ministry Event Information Form

Event Name/Description: _____

Date(s) of Event: _____

Time(s) of Event: _____ Time(s) Facility Needed (if different): _____

Date Request Received: _____

Event's Ministry Leader: _____ Signature: _____

Purpose of Event: _____

Age Group

- All Preschool (Birth - Kindergarden)
- All Children (1st - 6th Grades)
- All Youth (7th - 12th Grades)
- College/Career
- All Adults
- Specific Adult Department: _____
- Senior Adults
- Other: _____

Type of Event:

- Education/Discipleship
- Fellowship
- Musical/Rehearsal
- Guest speaker
- Other: _____

Miscellaneous Needs:

- Transportation?
 - Church van/bus (request form needed)
 - Chartered bus
 - Individual vehicles
- Child Care?
If so, what ages? _____
- Other: _____

Facilities Needed:

- Sanctuary
- Fellowship Hall
 - Kitchen
 - Other: _____
- Reception Center
- Other: _____
- Off-campus
Location: _____

Equipment Needs:

- Podium Risers/Stage
- Extension cords
- Tables - how many _____
- Lattice - how many _____
- Sound System - # of microphones _____
- Chairs - how many _____
- Overhead projector/screen
- Other - _____

Other Information (cost, deposits due, etc.)

Notes:

- ~ Any substantive changes in this event (date, time, location) will either need a new form or revisions made to this form as soon as those changes are known.
- ~ If there are changes to be made only the Ministry Leader listed at the top may make those changes.
- ~ Bulletin announcements and powerpoint slides will be assembled from the information on this form.
- ~ Other promotion will need to be initiated by the ministry leader.
- ~ If support is needed (e.g., child care, sound equipment, van) then the Ministry Leader must contact the person responsible for providing that support.
- ~ Please draw any specific room setup on the back of this paper.