

# FIRST BAPTIST CHURCH LIBERTY HILL

## EVENT REQUEST FORM

(All requests must be approved and supported by the appropriate team prior to submission to the office. No individual requests will be accepted.)

Event Name: \_\_\_\_\_ Event Location: \_\_\_\_\_

Team / Group Requesting Event \_\_\_\_\_

Lead Contact Name \_\_\_\_\_ Lead Contact Phone \_\_\_\_\_

Lead Contact E-mail \_\_\_\_\_

Start Date: \_\_\_/\_\_\_/\_\_\_ :\_\_\_AM/PM      End Date: :\_\_\_/\_\_\_/\_\_\_ :\_\_\_AM/PM

Event Type:     Fellowship                       Sunday School Class  
                    VBS     Youth  
                    MDO     Other (please explain) \_\_\_\_\_

Event Description: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Support:     Ministerial                       Music                       Food  
                    Security                               Chaperone               Audio / Visual  
                    Legal                                       Other: \_\_\_\_\_

Please list all sponsors and chaperones attending the event. \_\_\_\_\_  
 \_\_\_\_\_

Will Medical Release forms be required?  Yes     No Why? \_\_\_\_\_  
 \_\_\_\_\_

Will Parental consent forms be required?  Yes     No Why? \_\_\_\_\_  
 \_\_\_\_\_

Genders attending:         Male     Female     Co-ed

Offsite transportation responsibility:  Parents     sponsors / chaperones     Individuals

Please List any and all physical activities that may be encountered at this event: \_\_\_\_\_  
 \_\_\_\_\_

Publicity:     Bulletin                       Church Announcement  
                    News Letter                       Church Video Screen  
                    Other \_\_\_\_\_

**Approvals**  
 (Office use only)  
 Signatures

Team Leader: \_\_\_\_\_ Office Manager : \_\_\_\_\_  
 Pastor: \_\_\_\_\_ Christian Life Development: \_\_\_\_\_

**Distribution**

Audio / Visual                       Announcements               Pastor  
 News Letter                       Bulletin