

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