Park Windsor Baptist Church

PROGRAM/EVENT REQUEST (Please print legibly)

DATE REQUESTED:	REQUESTED BY:	
Please complete the FRONT State be attached to attached to attached to attached to a track of a tra	te 4-WEEKS PRIOR to your event. IDE of this form. The following documents MUST o obtain approval from the Pastor. Order of Service Invitational Letter Announcements (video/flyer) ttached to this form, your form will be returned. the above documents or your event will be in jeopardy.	
Date of Event:	Time:	
Sponsored by:	Committee/Ministry:	
Point of Contact:	Phone #: ()	
Location at PWBC:		
☐ Sanctuary ☐ Over-Flow ☐ "The	e House" □ Parking Lot □ Other ()	
PURPOSE:		
Publicity Info.	Program Info:	
□Raise the Praise newspaper (call them	Who will be preparing the program bulletin?	
directly)	☐ Ministry/Committee ☐ Church Office	
☐ Video Announcement (submit via email)	□ Outsourcing	
☐ Flyers (200 max) ☐ White Pape	er Paper Color:	
Bulletin Insert* *(For RSVP purposes only) Color		
NOTES:		
NOIES.		

FOR OFFICE USE ONLY				
DATE RECEIVED:	Documents Received on			
	Draft of Order of Service	□ Yes	□ No	
	Draft of Invitational Letter	□ Yes	□ No	
	<u>Draft</u> of Announcements (video/flyer)	□ Yes	□ No	
Comments/Notes:	<u> </u>			
PENDING or 1DENIED (Circle one)	Explanation:			
, , ,				
APPROVAL STAMP				
			20	
	Pastor's Signature		, 20	
Comments/Notes:				
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