

Park Windsor Baptist Church
PROGRAM/EVENT REQUEST

(Please print legibly)

DATE REQUESTED:	REQUESTED BY:
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**This form is due 4-WEEKS PRIOR to your event.
 Please complete the FRONT SIDE of this form. The following documents MUST
 be attached to obtain approval from the Pastor.**

- **Draft of Order of Service**
- **Draft of Invitational Letter**
- **Draft of Announcements (video/flyer)**

**If these documents are not attached to this form, your form will be returned.
 You will have ONE week to submit the above documents or your event will be in jeopardy.**

Name of Event:

Date of Event:	Time: _____ AM _____ PM
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Sponsored by:	Committee/Ministry:
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Point of Contact:	Phone #:
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Location at PWBC:

Sanctuary Over-Flow "The House" Parking Lot Other

PURPOSE:

<p><u>Publicity Info.</u></p> <p><input type="checkbox"/> Raise the Praise newspaper (call directly)</p> <p><input type="checkbox"/> Video Announcement (submit via email)</p> <p><input type="checkbox"/> Flyers (200 max) <input type="checkbox"/> White Paper</p> <p><input type="checkbox"/> Bulletin Insert* <input type="checkbox"/> Paper Color</p> <p style="margin-left: 20px;">*(For RSVP purposes only)</p>	<p><u>Program Info:</u> <i>Who will be preparing the program?</i></p> <p><input type="checkbox"/> Ministry/Committee <input type="checkbox"/> Church Office</p> <p><input type="checkbox"/> Outsourcing</p> <p>Paper Color: _____</p> <p># of copies: _____ (200 max)</p>
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NOTES:

FOR OFFICE USE ONLY

DATE RECEIVED:

Documents Received on _____

Draft of Order of Service Yes No

Draft of Invitational Letter Yes No

Draft of Announcements (video/flyer) Yes No

Comments/Notes:

PENDING or 1DENIED
(Circle one)

Explanation:

APPROVAL STAMP

_____,
Pastor's Signature

Date

Comments/Notes: