

# SERVICE EVENT FORM

(Please Print Clearly)

Date: \_\_\_\_\_

Requested by: \_\_\_\_\_ Ministry: \_\_\_\_\_

Type of service or event: \_\_\_\_\_

Service/Event Dates: \_\_\_\_\_ Times: \_\_\_\_\_

Person responsible for opening and closing the church? \_\_\_\_\_

What area(s) of the church will be used? \_\_\_\_\_

Personnel needed \_\_\_\_\_

Equipment, supplies, etc. needed: \_\_\_\_\_

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Name of Guest Speaker/Group(s): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: (Home): \_\_\_\_\_ (Work): \_\_\_\_\_

Church Affiliation: \_\_\_\_\_

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## OFFICIAL SIGNATURES:

Person Requesting: \_\_\_\_\_ Date: \_\_\_\_\_

Divisional Leader: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

Secretary: \_\_\_\_\_ Date: \_\_\_\_\_

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## DO NOT WRITE BELOW THIS LINE

### TO BE COMPLETED BY ADMINISTRATIVE STAFF

**This service/event has been cleared with Pastor Ricks and it has been:**

.. \_\_\_\_\_ approved  
.. \_\_\_\_\_ approved with the following (exceptions): \_\_\_\_\_

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.. \_\_\_\_\_ disapproved because: \_\_\_\_\_

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**CC:** Pastor \_\_, Person Requesting \_\_, Church Administrator \_\_, Divisional leader \_\_, Chairperson of Trustees \_\_