



ST. STEPHEN BAPTIST CHURCH

5757 Temple Hill Road ♦ Temple Hills, MD 20748

301-899-8885

Bishop Lanier C. Twyman, Sr.
Senior Pastor

2021 EVENT/FACILITY REQUEST FORM

Requesting Ministry: _____

Contact Person(s): _____

Telephone #: _____ Email Address: _____

Type of Service/Event: _____

Requested Date(s) of Service: _____

Start Time: _____ End Time: _____ Expected Attendance: _____

Facility Needed:

- Sanctuary
- Fellowship Hall*
- Burch Chapel
- Other: _____

***Attach room arrangement instructions/floor plan. Including special seating arrangements/placements.**

This packet must be completed and submitted to the Protocol Ministry via e-mail (ProtocolAdmin@ssbcmd.org) at least 45 days in advance of requested service/event date.



EVENT OVERVIEW

Event Audience:
Event Purpose:
Event Objectives:
1.
2.
3.
How does this event fit our overall Church vision/goal?
With what ministry(s) can you partner with to make this event more effective?



EVENT BUDGET REQUEST

{NOTE: Funds Request Form must be submitted to Trustee Ministry}

ACTIONS	BUDGET	REVENUE
<p>I. Budget</p> <p>1. Amount budgeted for this service/event Is a contract needed? * <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>2. Revenue anticipated (1) Fees (2) Offering (3) Sales (4) _____</p> <p>3. Expenses (guest honorarium, food, lodging, transportation, materials, printing, etc.)</p> <p>4. Proposed Speaker(s)/Special Guest(s): (1) _____ (2) _____ (3) _____ (4) _____</p> <p>II. Promotion Plans (postcard, letter, newsletter, bulletin, website, newspaper, radio, etc.) (1) _____ (2) _____ (3) _____ (4) _____</p> <p>*All contracts must be reviewed and signed by an authorized Trustee.</p>		
<p style="text-align: center;">FOR TRUSTEE USE:</p> <p>Ministry Account Number _____</p> <p>Total amount budgeted \$ _____</p> <p>Total revenues \$ _____</p> <p>Total expenses \$ _____</p> <p>Excess (Deficit) \$ _____</p>	<p style="text-align: center;">TRUSTEE APPROVAL:</p> <p style="text-align: center;">_____ Signature</p> <p style="text-align: center;">_____ Date</p>	



MINISTRY SERVICE REQUEST

Ministry Service(s) requested:

	MINISTRY	DATE(S)	TIME	SERVICES NEEDED
<input type="checkbox"/>	Administration			
<input type="checkbox"/>	Armorbearer			
<input type="checkbox"/>	Culinary			
<input type="checkbox"/>	Dance			
<input type="checkbox"/>	Deacon/Deaconess			
<input type="checkbox"/>	Divine Hands			
<input type="checkbox"/>	Emergency Assessment Unit (Nurses)			
<input type="checkbox"/>	Hospitality			
<input type="checkbox"/>	Media			
<input type="checkbox"/>	King's Men			
<input type="checkbox"/>	Ministerial Alliance			
<input type="checkbox"/>	Music			
<input type="checkbox"/>	<input type="checkbox"/> Choir <input type="checkbox"/> Musicians			
<input type="checkbox"/>	Photography			
<input type="checkbox"/>	Praise & Worship			
<input type="checkbox"/>	Protocol			
<input type="checkbox"/>	Security			
<input type="checkbox"/>	Transportation			
<input type="checkbox"/>	Trustee			
<input type="checkbox"/>	Ushers (please specify)			
<input type="checkbox"/>	Women			
<input type="checkbox"/>	IMPACT Youth			
<input type="checkbox"/>	Other:			

Additional Comments:



EVENT DEBRIEF

(for ministry use only)

1. The Objectives that were met and how:
2. The target audience that was reached (who came):
3. What went well?
4. What was not as good as we had hoped?
5. What do we repeat/not repeat?
6. What needs to be done now to maximize our gain?
7. Is this event worth repeating (effort/resources spent vs. outcome)?
8. If the event is to be repeated, when will it be scheduled for next year?



EVENT CHECKLIST

(for ministry use only)

INITIAL CONTACT WITH ADMINISTRATIONS & PROTOCOL MINISTRIES	DONE
<ul style="list-style-type: none"> • Confirm the dates for the service • Agree upon room set • Clarify equipment needs • Clarify food needs • Agree upon costs (if any) 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
STAFFING <ul style="list-style-type: none"> • Finalize schedule for service • Prepare/delegate staff assignments • Select and invite guest preachers, ministries, etc. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
PUBLICITY* <ul style="list-style-type: none"> • Prepare letter/brochure and signage • Arrange to send the mailing prior to service • Inform staff to invite ministers & others they know who should attend • Announce service • Place service on church web site <p><i>*Must be approved by Protocol prior to printing.</i></p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
FACILITY PREPARATION <ul style="list-style-type: none"> • Sanctuary • Burch Chapel • Fellowship Hall • Kitchen • Room (#_____) • Other 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
EQUIPMENT PREPARATION <ul style="list-style-type: none"> • Audio-Visual needs (mics, audio recording, video) • Podium • Chairs • Tables • Registration Area • Name Tags • Pens • Other 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

FOOD PREPARATION <ul style="list-style-type: none"> • Table and chairs for meal • Coffee, hot water, tea, cream & sugar, etc. • Extension cords • Trash containers • Table decorations • Dishes, silverware, napkins • Caterer 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
PROGRAM PREPARATION <ul style="list-style-type: none"> • Worship Leader selected/approved • Special music selected • Special announcements determined • Persons involved informed of responsibility • Time limitations discussed with all participants 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
FOLLOW UP <ul style="list-style-type: none"> • Special Thank You notes written • Budget/Expenses completed • Special commitments and promises followed up 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Additional Comments/Notes: