

Mount Lebanon Baptist Church - Event Form -

Contact Information

Name: Home phone:
Email: Work phone:
Date Submitted: Cell phone:....

Event Information

Name of Event:
Date of Event: Start/End Time:
Location:
Sponsored By:
Brief Description:
(include cost if any)

Resources Needed (check all that apply):

- | | | |
|--|--|---|
| <input type="checkbox"/> Sanctuary | <input type="checkbox"/> Kitchen | <input type="checkbox"/> Ball field #2 |
| <input type="checkbox"/> Activities Center (Gym) | <input type="checkbox"/> Sound | <input type="checkbox"/> Church Grounds |
| <input type="checkbox"/> Mountain View Room | <input type="checkbox"/> Musician | <input type="checkbox"/> Ford Van |
| <input type="checkbox"/> Youth Room | <input type="checkbox"/> Multi-Media (projector, TV) | <input type="checkbox"/> Dodge Van |
| <input type="checkbox"/> Sunday School Room(s) | <input type="checkbox"/> Connection Pointe Cafe | <input type="checkbox"/> Trailer |
| Room # <input type="text"/> | <input type="checkbox"/> Ball field #1 | |

Other Needs

Date and time to pick up van keys

Who Is Invited (check all that apply):

- | | | |
|---|---|--|
| <input type="checkbox"/> All Church Members | <input type="checkbox"/> College & Career | <input type="checkbox"/> Deacons |
| <input type="checkbox"/> Community | <input type="checkbox"/> Youth | <input type="checkbox"/> Grade school children |
| <input type="checkbox"/> 55 & Alive | <input type="checkbox"/> Women | <input type="checkbox"/> Preschool children |
| <input type="checkbox"/> Young Adult | <input type="checkbox"/> Men | Others Invited <input type="text"/> |

Purpose

- | | | |
|---------------------------------------|-----------------------------------|-------------------------------------|
| <input type="checkbox"/> Ministry | <input type="checkbox"/> Outreach | <input type="checkbox"/> Fellowship |
| <input type="checkbox"/> Discipleship | <input type="checkbox"/> Meeting | Other Purpose <input type="text"/> |

Communication

Note: We reserve the right to accept, reject, or edit any announcement

TYPE OF REQUEST(S)	REQUESTED DATE(S)	INSTRUCTIONS
<input type="checkbox"/> Bulletin Announcement Request Due Fridays at 5 p.m., 9 days prior to publication date	Publication Date(s):	Written announcements will not be run more than 3 consecutive weeks.
<input type="checkbox"/> Bulletin Insert Request Due for approval at least 2 weeks prior to publication (include a copy)	Requested Date:	Please make sure to submit a copy of your insert to Allan Atchley for approval. Note: <i>There is a limit of 2 inserts each weekend and generally, inserts run for 1 week only</i>
<input type="checkbox"/> Verbal Announcement Request Due a minimum of 2 weeks prior to requested date	Requested Date:	Please either email or submit this form to Allan Atchley with details of what you need to have announced (aatchley@mlbctn.org)
<input type="checkbox"/> Website Page To Update an existing page or request a New page	Desired Posting Date:	Contact Renee' Jenkins at rjenkins@mlbctn.org
<input type="checkbox"/> The Messenger Due 1 week prior to publication deadline	Publication Month:	Request for <i>The Messenger</i> due by the 20 th of the month prior. Submit to Renee' Jenkins (rjenkins@mlbctn.org)
<input type="checkbox"/> Power Point Slide Due Fridays at 5 p.m., 9 days prior to view date	Desired Viewing Date:	Contact Renee' Jenkins at rjenkins@mlbctn.org

	DATE	SIGNATURE
Ministry approval		
Church approval		
Calendared		