

**TEMPLE MISSIONARY BAPTIST CHURCH**

**Event/Program Checklist**

Event/Program: \_\_\_\_\_

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

Ministry: \_\_\_\_\_

Submitted By: \_\_\_\_\_

Telephone: \_\_\_\_\_

<b>Event Requests:</b>	<b>Date Needed / Notice Given</b>		<b>Amount</b>
Choir Needed    Y    N	_____	_____	_____ <u>N/A</u> _____
Musician Needed   Y    N	_____	_____	_____
Print Programs/Bulletins   Y    N	_____	_____	_____
Speaker/Minister Requested: _____	_____	_____	_____
Audio/Media Needs: _____	_____	_____	_____
Press Release Submitted:   Y    N	_____	_____	_____
Banners/Signage Ordered	_____	_____	_____

TOTAL AMOUNT REQUESTED: \_\_\_\_\_

Date Given to Executive Pastor: \_\_\_\_\_

Executive Pastor Approval: \_\_\_\_\_

Date Submitted to House of God: \_\_\_\_\_

**Please submit to Church Office at least 2 weeks prior to date of the event. Also remember to submit any necessary check vouchers at least 4 weeks in advance. Thanks**