



# ST. STEPHEN BAPTIST CHURCH

5757 Temple Hill Road ♦ Temple Hills, MD 20748

301-899-8885

Bishop Lanier C. Twyman, Sr.  
Senior Pastor

## 2019 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 ([SSBCMOP@GMAIL.COM](mailto:ssbcmop@gmail.com)) at least 60 days in advance of your requested service/event date.



# EVENT OVERVIEW

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

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

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

|                             |
|-----------------------------|
| <b>Additional Comments:</b> |
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|                             |
|                             |
|                             |



# EVENT DEBRIEF

(for ministry use only)

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



# EVENT CHECKLIST

(for ministry use only)

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

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

|                                   |
|-----------------------------------|
| <b>Additional Comments/Notes:</b> |
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|                                   |
|                                   |