



# Event Request Form

Please complete this form as thoroughly as possible. Though we would like to honor your event request, please understand that not "all" event requests will fit within the vision of the church and therefore may not be considered. Factors may also include: other new requests and budget constraints.

Event: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Leader(s) of Event: \_\_\_\_\_ Date(s) of Event: \_\_\_\_\_

Contact Information: \_\_\_\_\_

What is the Purpose: Fellowship  Outreach  Evangelism  Worship  Discipleship

Target Group: \_\_\_\_\_

Anticipated Cost \$ \_\_\_\_\_ Budget Line # \_\_\_\_\_ Special Offering Needed? Y / N

Location Held: \_\_\_\_\_

Ministry Team Oversight (ex: Praise Team, Women's Ministry, etc.): \_\_\_\_\_

Description of Event: (Please attach a detailed "Plan of Action" with as much information as possible. Details needed include: number of volunteers, training, timeline, budget, fundraising, etc.):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How does this event support the stated vision of PSBC? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*Attach any other support documents you feel would be beneficial for future reference.

Leadership Team Response: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Leadership Team Representatives: \_\_\_\_\_

\_\_\_\_\_