



CHURCH OF THE REDEEMER BAPTIST

1440 S. 24TH Street
Philadelphia, PA 19146
(215) 465-1230 (Church) (215) 465-4010 (Fax)

MINISTRY REQUEST FORM

DATE OF REQUEST: _____

MINISTRY NAME: _____

CONTACT PERSON & NUMBER: _____

DATE OF EVENT: _____

TYPE OF EVENT: _____

NO. OF PEOPLE EXPECTED TO ATTEND: _____

FACILITY:

___ Fellowship Hall ___ Banquet Hall ___ Sanctuary ___ Classrooms ___ Lunchroom
___ Banquet Hall Kitchen ___ Fellowship Hall Kitchen ___ Other: _____

NEEDS:

of Chairs _____ # of Tables _____
Audio/Visual _____ Projector _____
Projector Screen _____ Podium _____

OTHER NEEDS: _____

Ministry/Special Event Contact Responsibility

Event coordinator must secure date and approval via the Business Manager's Office only. Coordinator must confirm and/or cancel scheduled event (1) week prior to scheduled event by contacting the Business office (215) 465-1230. It is the coordinator responsibility to clean up and remove all materials and supplies at the end of the event. All chairs should be placed on the tables. Any items remaining will be discarded.

SIGNATURES:

Event Contact: _____ **Date** _____

Business Manager: _____ **Date** _____

Facility Engineer: _____ **Date** _____