



TRUE LIGHT MISSIONARY BAPTIST CHURCH

Event Support Request Form

*Anthony F. Halley II, Pastor
John W. Bowie, Sr., Pastor Emeritus*

Please complete this form for scheduling Event Support. If you have any questions, please contact the Church Secretary at 713.861.8437 or email info@truelightmbc.org.

All requests are due no later than **90 days prior to the date support is being requested**. If you do not turn in the request by the deadline, we can't ensure that your event will get the support requested or that facilities will be available. Upon review/approval, you will receive a confirmation email detailing your request.

Event Support Information			
Ministry:			
Ministry Leader:			
Phone:			
Email:			
Assisting Ministry Leader:			
Phone:			
Email:			
Event Date:			
Meeting Start Time:		<input type="checkbox"/> AM	<input type="checkbox"/> PM
Meeting End Time:		<input type="checkbox"/> AM	<input type="checkbox"/> PM
Type of Event:	<input type="checkbox"/>	Church Event	
	<input type="checkbox"/>	Wedding	
	<input type="checkbox"/>	Reception	
	<input type="checkbox"/>	Birthday	
	<input type="checkbox"/>	Meeting	
	<input type="checkbox"/>	Other (please explain):	
Event Name:			

Locations Requested: _____

Other Event Information: _____

Activity Building	<input type="checkbox"/>
Choir Room	<input type="checkbox"/>
Media Booth	<input type="checkbox"/>
Overflow	<input type="checkbox"/>
Parking Lot Rear	<input type="checkbox"/>
Parking Lot Front	<input type="checkbox"/>
Sanctuary	<input type="checkbox"/>

Attendance #: _____ (approx)
Security: Yes No **Hours:** _____

Please note that it is required by law to have security for events with an attendance greater than 200. If security is needed, please note that there are fees associated with having security and payment is separate from any other fees that may be associated with this request.

Materials Needed

Food		Meals	
		Snacks	
		Refreshments	
		Other:	

Eating Supplies		Dishes	
		Silverware	
		Cups	
		Ice Chest	
		Other:	

Paper Goods		Napkins	
		Paper Plates	
		Paper Cups	
		Paper Bowls	
		Other:	

Furniture		Chairs	
		Tables	
		Table Cloths	
		Other:	

Writing Materials		Pens/Pencils	
		Paper	
		Folders	
		Copies	
		Crayon/markers	
		Other:	

Other Materials

Ministry Support

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Notes: Please provide any additional notes that pertain to the success of your event.

FOR OFFICE USE ONLY:

Date Received: _____ Date Approved: _____ Approved By: _____

Ministry Leader Notified: _____ Email Confirmation Sent: _____

Upon review and approval/denial, please forward all information to the Facilities Superintendent. Provide Ministry Leader with an email confirmation detailing event and support. Upon completion of all items; sign, date, copy, and file.

Church Administrator

Date