



ST. STEPHEN BAPTIST CHURCH

5757 Temple Hill Road • Temple Hills, MD 20748

301-899-8885 | www.ssbcm.org

Bishop Lanier C. Twyman, Sr.
Senior Pastor

2024 EVENT/FACILITY REQUEST FORM

Requesting Ministry: _____

Contact Person(s): _____

Telephone #: _____ **Email:** _____
Address: _____

Type of Service/Event: _____

Requested Date(s) of Service (at least 3 choices): _____

Start Time: _____ **End Time:** _____ **Expected Attendance:** _____

Facility Needed:

Sanctuary Fellowship Hall* Burch Chapel Zoom 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 (ProtocolAdmin@ssbcm.org) at least 45 days in advance of requested service/event date.



EVENT OVERVIEW

Event Audience:

Event Purpose:

Event Objectives:

1.

2.

3.

How does this event fit our overall Church vision/goal?

With what ministry(s) can you partner with to make this event more effective?



EVENT BUDGET REQUEST

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

ACTIONS	BUDGET	REVENUE
I. Budget		
1. Amount budgeted for this service/event		
Is a contract needed? * <input type="checkbox"/> Yes <input type="checkbox"/> No		
2. Revenue anticipated		
(1) Fees		
(2) Offering		
(3) Sales		
(4) _____		
3. Expenses (guest honorarium, food, lodging, transportation, materials, printing, etc.)		
4. Proposed Speaker(s)/Special Guest(s):		
(1) _____		
(2) _____		
(3) _____		
(4) _____		
II. Promotion Plans (postcard, letter, newsletter, bulletin, website, newspaper, radio, etc.)		
(1) _____		
(2) _____		
(3) _____		
(4) _____		
*All contracts must be reviewed and signed by an authorized Trustee.		
FOR TRUSTEE USE: Ministry Account Number _____ Total amount budgeted \$ _____ Total revenues \$ _____ Total expenses \$ _____ Excess (Deficit) \$ _____	TRUSTEE APPROVAL: _____ Signature _____ Date	



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:			

Additional Comments:



EVENT DEBRIEF

(for ministry use only)

1. The Objectives that were met and how:

2. The target audience that was reached (who came):

3. What went well?

4. What was not as good as we had hoped?

5. What do we repeat/not repeat?

6. What needs to be done now to maximize our gain?

7. Is this event worth repeating (effort/resources spent vs. outcome)?

8. If the event is to be repeated, when will it be scheduled for next year?



EVENT CHECKLIST

(for ministry use only)

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

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

Additional Comments/Notes: