

New Hope Baptist Church of East Orange

144 Norman Street * East Orange NJ 07017

(973) 678-6710

www.newhopeofeastorange.org

EVENT REQUEST FORM

Please note that this form must be completed in its entirety (this is a 2 sided form) and must be used individually, FOR EACH event/program/outing by any/all Ministries of NHBC

Today's Date: _____

<u>Ministry</u>	<u>Date/Time Requested</u>	<u>Purpose:</u>
<u>Contact Person:</u>	<u>Contact Phone #:</u>	<u>FOR OFFICE USE ONLY:</u>

Our Event/Program/Outing requires the following needs:

LOCATION:	Fellowship Hall, Chapel, Sanctuary, Lobby, Book Store, Office, Officer's Conference Room
Will the Kitchen be required? YES NO	TRANSPORTATION REQUIRED? Must have at least 10 people to use transportation YES NO

(Complete Information on Other Side)

COSTS: All requests for funds must be turned in 3 weeks prior to need and receipts must be furnished for all funds received \$ _____

CHURCH EQUIPMENT: (i.e., chairs, DVD, VCR, sound, instruments, etc.)

WILL YOU REQUIRE ANY PRINTED MATERIALS (i.e., programs, invitations, letters, announcements, flyers, etc.): **YES** **NO**

Please note that all printed materials are produced in the Church Office, your DRAFT and necessary information must be in the Church Office at least thirty (30) days prior to need.

GUEST SPEAKER SUGGESTIONS – Please note that all Guest Speakers are contacted by the Church Office:

NAME:	ADDRESS:	TELEPHONE #:

COMMENTS: _____

Signature/Date: _____