



Application Form for a New Event, Ministry or Project

This form must be submitted before 10am on each Monday for approval and submitted two weeks prior to your event. Events will ONLY be approved at staff meeting and then placed on the calendar. Fill this form out to the best of your ability and you will be contacted. Please give the church office plenty of time to effectively promote the event you have requested.

Today's date: _____ Contact Person: _____

Contact phone number: _____

Contact email address: _____

Is this a request for: _____ Ministry _____ Project/New event _____ Facility Use

Who is this event/ministry/program for?

What is the spiritual purpose of this event?

REQUESTED date? _____ Time of Event: _____

Is this a reoccurring ministry/project/event? _____ Yes _____ No

If it is reoccurring, how often will it be scheduled (i.e., weekly, monthly, etc.)?

Will this event/ministry/project occur: _____ onsite _____ offsite

If onsite, what building and room are needed?

What resources will be needed (tables, chairs, mic, projector & screen, dvd player, etc.)?

Thank you for your request. Please know that it will be reviewed and evaluated by the church staff, in conjunction with scheduling, facilities, ministries, and the vision of Ridgecrest Baptist Church.

