



 **SERVICE TIMES**
SUNDAY SCHOOL: (CHILDREN & ADULTS) - 9:45AM to 10:45AM
WORSHIP: SUNDAY - 11:00AM TO 12:30PM
BIBLE STUDY: WEDNESDAY - 7:00PM
INTERCESSORY PRAYER: 1ST WEDNESDAY - 7:00PM

“Making His Will, Our Will”

GOD’S WILL CHRISTIAN CHURCH EVENT REQUEST FORM

This form is used to secure approval for all GWCC-sponsored or –hosted events. Event Requests are reviewed by the pastoral and office staff to ensure alignment with GWCC’s Mission and Vision Statements and coordination with the Master Calendar. You will be notified in a timely fashion as to whether or not your event is approved.

(This form can be completed electronically. Just place your cursor in the box and type your response. Once you have completed the form save it and email the saved file as an attachment to Info@godswillchristianchurch.org or print out the form and submit it to the Executive Pastor, Danielle M. Clarke.)

Please respond to all sections.

1. Event Title

2. Ministry Name? Also, if you plan to work with other ministries please list them as supporting ministries.

3. How will this event fulfill GWCC’s Mission Statement to *“To accept and embrace God’s general and specific will for our lives and to encourage all to do the same.”*

4. Contact Name

5. Home Phone

6. Cell Phone

7. Email Address

8. Date of Event

9. Start and End Times

10. Will this be a reoccurring event? If so, please explain the reoccurrence.

11. How many people do you anticipate being involved with this event?

12. What room(s) and/or outside area(s) will you need? (Sanctuary/Banquet Hall/Children's Room/Parking Lot) If event is not being held at the Church, please specify physical address of event.

13. Do you agree to coordinate the clean-up of the room(s) and outside area(s) after your event, including vacuuming, taking out the trash, and returning furniture to its proper location? (Failure to do so may result in the forfeiture of using the building in the future.)

YES

NO

14. Will you need additional time to set up for this event and clean up afterward? If so, please explain.

15. What chairs, tables or other equipment will you need for this event?

16. Transportation: Will you need use of the GWCC van? If so, please submit the name of the approved driver.

17. How will this event be funded? (Personal? Church Budget? Registration Fee?) If funded by ministry budget, please provide total amount that will be needed to fund the event.

18. Will this event be a fund raiser? If so, have you received approval from the Church Board of Directors? *(All fund raisers must be pre-approved by the Church Board of Directors.)*

19. Will this event be promoted church-wide? If so, indicate when you wish to begin advertising and what tools you need. Also, provide the text for the promotional materials.

- Sign Up Sheet
- Registration Form
- 8 1/2" x 11" Posters
- 11" x 17" Posters
- Handouts
- Email Distribution

- Bulletin Inserts
 - Bulletin Announcements
 - Announcement Slides
 - Verbal Announcements
- during worship service

20. Sound Board and Technical Equipment: If your event requires the use of audio or projection equipment, you are responsible to contact and secure an approved sound technician through the Audio Visual Ministry Team Leader, Deacon Donald Clarke, at least 4 weeks in advance of the event. Modifications of the sound board, laptop, and platform can only be made through the direction of the Audio Visual Ministry Team Leader. Please note what your audio or projection equipment needs will be.

21. Miscellaneous Notes

Please email this form to Info@godswillchristianchurch.org.