## **EASTERN COMMUNITY CHURCH**

Damion M. Briggs, Pastor

RECEIVED_	
By	

EVENT PLANNING AND APPROVALS (EPA)
A CALENDAR REQUEST FORM (CRF) MUST HAVE BEEN COMPLETED BEFORE SUBMITTING THIS FORM

## A COPY OF THE THIS FORM WILL BE RETURNED TO YOU

	Name:	Minis	try:			
	Phone No(H)(C)	Minis	try Leader Signature:			
	Email Address:		nt Name:			
	Date:	Аррг	oved CRF Date of Event:			
	MINISTRY RE	QUEST F	OR SERVICE			
N	otify all (make no assumptions) Eastern mi	inistrie	s of the support needed verbally and letter			
or	email with minimum of 45-60 days prior to	the e	vent			
	HELP MINISTRIES		Music & Fine Arts Ministries			
	(CHECK ALL THAT APPLY AND REQUEST MINISTRY LEADER INITIALS)		(CHECK ALL THAT APPLY AND REQUEST MINISTRY LEADER INITIALS)			
	Food Service		Music Ministry (Instrumental)			
	□ Hospitality Ministry		Youth Choir			
	Offsite Caterers		ECC Combined Choir			
	□ Other		Men's Chorus Women's Choir			
	Security		Praise and Worship Team			
	Facilities Management (notify when events are held on a		ECC Dancers			
_	Friday or a Saturday for scheduling cleaning service)		Men Youth and Young Adult			
_			Children Seniors			
	Trustee/Finance (clarify offering protocols one week prior to the event)		Adult			
	Deacon Deaconess		Internal/External Soloist			
	Audio Service Video Event? YesNo		(specify)			
	No. of Floor Mics:		(			
	Ushers		Guests Preacher (Name & Church Affiliation)			
	Youth Adult					
	Nurses		Other Outside Cuesta (anasify)			
	Library /Media		Other Outside Guests (specify)			
	Internet and Marketing – Flyer (to Communications Ministry 60 days prior to event)		NOTE the following: 1. All preachers must have Pastor's approval prior to contact. 2. Groups outside of "normalcy" must have			
	Email attachment		pastor approval. 3. Letters to invite churches (check with Pastor)			
	NCBC Churches					
	ECC Website		<del></del>			
	Facebook		<del></del>			
	All the Above		<del></del>			
	Other Banner (must be posted 1.5 weeks prior to the event)					
_	*Required for all revivals and special community related events					
	*Must meet standard letter size and banner standard size	**Dp=	SENT DRAFT PROGRAM TO PASTOR VIA ADMINISTRATIVE			
	*Must have white background with dark letters					
	Other	ASSISTANT 2 WEEKS PRIOR TO THE EVENT				
_	46 B	•				
le	xt for Banner:					
	Pag	e 1				

How Does This Event Help Build The KINGDOM?							
Will tickets be sold? If yes, indicate how many and cost per ticket							
Do you anticipate making a profit from this event? no yes If yes, how will those profits be used?							
Complete Budget Cost — → Forward To Trustee/Finance Ministry							
("BUDG Requesting Ministry Account		EMS MUST CO	MPLETED BE	FORE FORWARDING TO TRUSTEE/F	INANCE MINIS	TRY)	
requesting ramsery recount		Budget \$ Cost \$	Actual \$ Cost \$			Budget \$ Cost \$	Actual \$ Cost \$
VENUE:	Account			PRINTING AND MATERIALS	Account		
Meeting or event space rental	-			Paper Supply	5430		
Room setup costs	-			Shipping costs	5440		
Equipment rental and setups	-			Flyers	5410		
TO A NICHODT A TION.	F464			Invitations/Cards	5410		
TRANSPORTATION: Airfare	5461			Postage CDs/DVDs	5440 6480		
Taxis or limos from airport				Banner	5415		
Parking				Tickets	5450		
Transportation to and from				Printing	5450		
various venues				Other (specify)	_		
Mileage Reimbursement	5470						
				SPECIAL SERVICES:			
ACCOMMODATION:	5471			Offsite Photographer	-		
Sleeping rooms State accommodation taxes				Musicians (internal/external) Entertainment and speakers	5195		
Hospitality suite				fees	6310		
Incidentals				Ministry gifts	6553/2		
				Floral and Decorations	6465		
FOOD AND BEVERAGES:				Cleaning Service (Additional)	5720		
Food costs (\$ per person)	5460			Maintenance	5740		
Transportation and setup costs	5461			Other (Specify)			
(for offsite caterers) Annual Cookout	6421				TOTAL		
Cleanup costs	5720				IOIAL		
·		nied: (Retu	ırn to Reques	sting Ministry) • Approving O	fficial:	<u> </u>	
					Date:		
	ADMIN	ISTRATIVE A	ASSISTANT	TO PASTOR FOR APP	ROVAL		
		Approved**		□ Not Approve	d		
Reason(s) for Denial							
Signed Date							
DATE REQUESTING MINISTRY AND COMMUNICATIONS MINISTRY NOTIFIED:							