

Reverend Marshall L. Barnes  
Pastor

Sister Tana Hicks  
Church Clerk



*"The Church That Cares"*

## *The Grace Memorial Baptist Church*

1100 North Eden Street - Baltimore, MD 21213

Study: 410-563-2355 Fax: 410-563-7857

Web-Site Address: <http://www.gracememorialbaptist.org>

Facebook Address: Grace Memorial Baltimore, Maryland

Twitter Address: GraceMemorial1

### **Grace's Event Planning Request Sheet**

#### **At Church Event:**

Ministry: \_\_\_\_\_ Name of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Actual Time of Event: \_\_\_\_\_

Areas needed: \_\_\_\_\_ Time/Date of Setup: \_\_\_\_\_

Number of people expected: \_\_\_\_\_ Purpose of Event: \_\_\_\_\_

Point of Contact: \_\_\_\_\_ Phone #: \_\_\_\_\_

Will you need any equipment? (tables, chairs, TV, etc.) Yes: \_\_\_\_\_ No: \_\_\_\_\_

Funds requested: \$ \_\_\_\_\_ Date needed: \_\_\_\_\_

#### **Away Church Event:**

Ministry: \_\_\_\_\_ Name of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Actual Time of Event: \_\_\_\_\_

Number of people attending: \_\_\_\_\_

Bus driver (if applicable) \_\_\_\_\_ Purpose of Event: \_\_\_\_\_

Point of Contact: \_\_\_\_\_ Phone #: \_\_\_\_\_

#### **FOR ALL EVENTS**

Will any items be sold at this event? Yes \_\_\_\_\_ No \_\_\_\_\_

Is this event a fundraising event? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please submit a Fundraiser Request Form to the Church Trustee Office.

If you would like your event publicized in our bulletins, please email \_\_\_\_\_ at \_\_\_\_\_ .com with the information to be publicized.

The \_\_\_\_\_ event/trip scheduled for \_\_\_\_\_ is:

Approved: \_\_\_\_\_ Not approved: \_\_\_\_\_

Pastor's signature: \_\_\_\_\_