

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: _____
 Person 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: _____ Location of Event: _____
 # of People Attending: _____ Actual Time of Event _____
 Bus Driver (if applicable): _____ Purpose of Event: _____
 Person of Contact: _____ Phone # _____
 Funds Requested: \$ _____ Date Needed: _____

FOR ALL EVENTS:

Will any items be sold at this event? ___ Yes ___ No

Is this event a Fundraising event? ___ Yes ___ No

Approved: _____ Not Approved: _____

Pastor's Signature _____