

Reverend Irvin Pope
Pastor

Deacon James Jones
Chair, Deacons Ministry



Trustee Sharon Williams
Chair, Trustees Ministry

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 - Residence: 410-484-7793
Fax: 410-563-7857

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.....)

Away Church Event:

Ministry: _____ Name of Event: _____
Date of Event: _____ Location of Event: _____
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 Sharen at
trusteeofgrace@yahoo.com with the information to be publicized.

Approved: _____ Not Approved: _____

Pastor's Signature _____