

Event Request Form

The Refuge Bible Fellowship

Person Requesting/Contact _____ Today's Date _____

Mobile Number & Email _____

Ministry _____ Date of Event _____ Time of Event _____

Location of Event _____

Cost per Person _____ Total Cost to Ministry (if any) _____

Check List:

Sign Up Sheet (please attach for information table) _____ Release Forms (For Anyone Under 18) _____

Flyers (please attach a sample) _____ Devotion _____ Worship _____

Announcement Start/End Date _____

Audio/Visual (PPT/Video/Microphone) (give details in special instructions below) _____

Events take some time to organize and communicate properly. Please be prepared with enough time and knowledge to get everything in line and all necessary volunteers are confirmed and know their roles.

*** Note:** *If this is a **youth event**, please attach completed Release Forms that are signed by parents/legal guardians, a list of adult chaperones, vehicles that will be used to transport kids, as well as pick up/drop off location & times, no later than one week prior to event. **No one can attend without a completed release form that is under the age of 18.***

Special Notes:

Church Use Only (approvals):

Ministry Leader (sign/date) _____ Administration (sign/date) _____

Pastor (sign/date) _____

(Please make necessary notes/changes during review **prior** to signing)