



# Temple Church of Christ of the Apostolic Faith, Inc.

2741 Dayton Street, St. Louis ♦ MO 63106

District Elder Ron E. Stephens, Pastor

## Ministry Event Planning Form

Sponsoring Ministry	Person(s) in Charge
Type of Event (Service, Meeting, Fundraiser, etc.)	Date(s) and Begin Time of Event
Location of Event (Sanctuary, Fellowship Hall, Parking Lot, etc.)	Approximate Time Event will Conclude
Speakers/Presenters:	*Budget for the Event \$ _____

Is this event on the TCOC Calendar?  Yes  No

\_\_\_\_\_  
Pastor Stephens' Signature

\_\_\_\_\_  
Date

**BEFORE YOU BEGIN PUBLICIZING YOUR EVENT VIA FLYER, THE FLYER MUST BE APPROVED! EMAIL YOUR FLYER TO [announcements@templechurchofchrist.com](mailto:announcements@templechurchofchrist.com). AT LEAST SIXTY (60) DAYS IN ADVANCE, REQUESTING APPROVAL IN YOUR EMAIL MESSAGE.**

**EVENT CHECKLIST:** (Please submit the completed form to: Sister Charlina Gilkey)

- Deacons** (Notify Deacon Larry Sams, Chairman)
- Security** (Notify Deacon Larry Sams, Chairman. ***Also if your event is cancelled!***)
- Fine Arts** (Contact Minister Dorrian Neymour, Director – Your request must be made no less than sixty (60) days before the event. *Your Ministry is responsible for the musicians' honorarium outside of regular scheduled services.*)
- Audio** (Contact Elder Eric Griffin, Media Director - no less than thirty (30) days before the event)
- Video** (Contact the Media Director. Video must be submitted seven (7) days prior to your event)
- Electronic Projector** (Contact the Media Director. Must be submitted three (3) days prior to your event)
- Publicity** (Email your event information to Sister Valerie Coleman at "The Cloven" [tcoccloven@gmail.com](mailto:tcoccloven@gmail.com) no less than thirty (30) days before the event.)
- Ushers & Hospitality** (If your expected attendance is less than 100 participants, this service will not be available.)
- Use of the Kitchen** (Do not store food in the kitchen after your event. Please leave the kitchen clean.)

**PLEASE BEAR IN MIND THAT SUBMITTING THIS FORM AHEAD OF TIME WILL HELP THE ABOVE MINISTRIES PREPARE FOR YOUR EVENT. \*YOUR BUDGET MUST BE PRE-APPROVED BY PASTOR STEPHENS THREE (3) MONTHS IN ADVANCE BEFORE EVENT!**

\_\_\_\_\_  
Signature of Person Submitting Form

\_\_\_\_\_  
Date Submitted