



Temple Church of Christ of the Apostolic Faith, Inc.

2741 Dayton Street | St. Louis, MO 63106 | 314.535.7458

Suffragan Bishop Ron E. Stephens, Pastor

MINISTRY EVENT PLANNING FORM/CHECKLIST

(Please email the completed form to Valerie Coleman at tcoccloven@gmail.com.)

| | |
|---|---------------------------------------|
| 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: | *Event Budget: \$ _____ |

Is this event on the TCOC Calendar?

Yes

No

Signature of Deacon Larry Sams

Date

YOUR EVENT FLYER MUST BE APPROVED BEFORE IT IS PUBLISHED. EMAIL YOUR FLYER TO TCOCLOVEN@GMAIL.COM AT LEAST 60 DAYS IN ADVANCE TO REQUEST APPROVAL.

- Deacons:** Notify Deacon Larry Sams, Chairman.
- Security:** Notify Deacon Larry Sams, Chairman. Also notify Deacon Sams if you need to cancel your event.
- Fine Arts Director:** Contact the Director no less than **60** days before the event. *Your Ministry is responsible for the musicians' honorarium outside of regularly scheduled services.*
- Audio:** Contact Media Director Elder Eric Griffin no less than **30** days before the event.
- Video:** Contact Media Director Elder Eric Griffin. Video must be submitted **7** days prior to your event.
- Electronic Projector:** Contact Media Director Elder Eric Griffin. Must be submitted **3** days prior to your event.
- Ushers & Hospitality:** If your expected participants are less than **100**, this service will not be provided.
- Use of the Kitchen:** Do not store food in the kitchen after your event. Please leave the kitchen clean.

SUBMITTING THIS FORM IN ADVANCE WILL HELP THE ABOVE MINISTRIES PREPARE FOR YOUR EVENT.

***YOUR BUDGET MUST BE PRE-APPROVED BY PASTOR STEPHENS 3 MONTHS IN ADVANCE OF YOUR EVENT!**

Signature of Person Submitting the Form

Date Submitted