

DEPARTMENTS NEEDED FOR EVENT:

Please collect the signed initials of the Dept. Chairperson for each department needed at the planned event/program.

Trustee Board _____

Hostess & Hospitality _____

Clergy Members _____

Culinary Committee _____

Finance Committee _____

Usher Board _____

Transportation _____

INITIAL APPROVAL:

Project Planning Committee

Project Planning Board Member Signature Required

Date

FINAL APPROVAL:

Upon, completion of the sections above, please seek the FINAL signed approval.

Rev. David Scott Cunningham

Date

Once approved, please submit to Bernard Elmore before the event can officially be added to the church calendar.