



Dwight Dobbins, Pastor

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SPECIAL EVENT PLANNING FORM

Date submitted:

Auxiliary:

Primary Contact/Company Name:

Phone #:

Email:

Is this an original request? Yes No

Is this an addendum? Yes No

Original request date (if this is an addendum): Reason for the change:

Event:

Date of event: _____

Time : a.m. p.m.

Purpose for event: _____

Approximate Attendance:

Will you need ushers to serve at this event? Yes No If yes how many?

FACILITIES NEEDED

- Sanctuary
- Fellowship Hall/Dining Room
- Bride's Room
- Parking Lot
- Gymnasium/Auditorium

- Nursery
- Classrooms; # needed: _____
- Kitchen
- Bowling Alley
- Conference Room

EQUIPMENT NEEDED

- Sound system
- Chalkboard
- Easel
- Table (s); # needed: _____
- Chair (s); # needed: _____
- Piano/Keyboard
- Other:
- Equipment/supplies will be provided by: _____
- **If videotaping your event; one (1) dress rehearsal is MANDATORY.**

- Video Recorder/Player **
- Slide Projector
- Overhead Projector
- Tape Recorder/player
- Kitchen Equipment
- Microphones:
 - lavalier AND/OR handheld

Give a detailed description of your event (i.e., an informative meeting, church service, ceremony, etc.)

FINANCIAL ARRANGEMENTS

Payment due for non-church functions: \$_____ Due Date: _____

Cash Box for change needed for church function: Yes No Amount needed: \$_____

SCHEDULE AND PARTICIPANTS

Attach to this form a schedule or program AND an all inclusive list of participants for this event.

ARRANGEMENTS OF FACILITIES

On the lower portion of this form, sketch the room arrangement that is desired. Show locations of tables, chairs, flower arrangements, etc., and other items that will be needed for set-up.

For NWMI Office Use Only

BUILDING/PERSONNEL REQUIREMENTS

HEAT: Yes No

CENTRAL AIR: Yes No

Give the name(s) of the person(s) responsible for:

Opening building:

Time requested: a.m. p.m.

Closing building:

Time requested: a.m. p.m.

Assisting with set-up breakdown of tables/chairs: _____

Sound Engineer(s): 1. _____ 2. _____

Janitor (s) for clean-up of facilities after use: _____

Approved by:

Denied by:

Date Approved/Denied: _____ Reason for denial: _____

NWMI- Ministry of Helps

Pastor Dwight and Co-Pastor Dobbins