



St. Stephen Baptist Church

Event Approval Form

Prior to submitting a facility reservation form, an Event approval must be received from administration For each department to effectively perform their responsibilities; this form should be completed at least six- weeks prior to request date. Requests may be denied if the form is submitted after the six-week period. You will be notified within two weeks as to whether your request has been approved.

Please complete and submit this form to Lanisha Porter, Director of Ministries at lporter@ssclive.org for review and approval.

Request Date: Ministry Team Leader:

Email: Phone number:

Proposed Event Date: Proposed Event Time: Proposed End Time:

Campus: Hardin Co

Requested Platform for the event? (Example: Facebook, Zoom, You Tube, etc.)

Other:

Name of Event:

Event Description:

Is there a cost? Yes No If so, what is the cost?

Can this cost be covered by the requesting ministry?

Approvals:

Director of Ministries:

Administration:

Approved Denied Approved with changes: Yes No

Date Processed:

Entered on Church Calendar

Approved By:

Date: