

BNLGC MINISTRY EVENT PROCEDURE FORM

Ministry Name:

Ministry President/Leader:

Event Date/Time:

Date of Communication with Culinary Ministry President:

Communication Date w/Executive Pastor Regarding Guest Preacher:

Details Concerning Guest Preach(ers):

Communication Date w/Chairman Trustee Regarding Food/Decorations:

Food/Decoration Details:

Communication Date w/Chairman Trustee Regarding Ticket Sales:

Ticket Sales Details:

Communication Date w/Music Ministry Director:

Music Ministry Request Details:

Communication Date w/Steward Trustee Regarding Event: