

## SERVICE REQUEST FORM

New St. Paul Missionary Baptist Church

OFFICE: (586)759-6772, FAX: (586) 759-6724, EMAIL: [administration@newstpaulchurch.com](mailto:administration@newstpaulchurch.com)

LEADER NAME: \_\_\_\_\_ MINISTRY: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Event Date: \_\_\_\_\_ Event Time: \_\_\_\_\_ to \_\_\_\_\_

Time for Space Occupancy: \_\_\_\_\_ to \_\_\_\_\_

Date (Form Submitted): \_\_\_\_\_

### **Building Request:** (Check all that Apply)

Sanctuary       CAC (gym)       CAC (activity room)       Kitchen

### **Advertisement Request:**

An announcement in the monthly website and pastoral emphasis. *Please give a brief description below.*

A one time announcement in the Pastoral Emphasis. *Please give a brief paragraph below.*

# of copies requesting:  Black and White \_\_\_\_\_ or  Color \_\_\_\_\_

Date you would like copies passed out in church lobby: \_\_\_\_\_  
*(Ministries are encouraged to disseminate flyers by other means)*

### **Culinary Request:**

Who will be preparing food for your event:  Your Ministry or  NSP Culinary

What day and time would you like to get into the CAC to prepare food: \_\_\_\_\_

### **Provide a brief overview of event/activity:**



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Original - Church Administration

Copy - Ministry Leader