# SERVICE REQUEST FORM

New St. Paul Missionary Baptist Church OFFICE: (586)759-6772, FAX: (586) 759-6724, EMAIL: <u>administration@newstpaulchurch.com</u>	
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)	$\Box$ CAC (activity room) $\Box$ Kitchen
Advertisement Request:	
An announcement in the monthly website and pastoral emphasis. <i>Please give a brief description below.</i>	
□ A one time announcement in the Pastoral Emphasis. <i>Please give a brief paragraph below.</i>	
# of copies requesting:	or □Color
Date you would like copies passed out in church lobby:	
Culinary Request:	
Who will be preparing food for your event:	$\Box$ Your Ministry or $\Box$ 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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Any and all printed documents that represent NSP for this event must be reviewed and approved by administration BEFORE it is disseminated, (i.e. tickets, letters, flyers, t-shirts, logos, program, etc.) Announcement/Comments use back of sheet if more space is needed (what, when, where, how, cost, food, etc.):

**Please Note:** 

Keep in mind that the church calendar is processed a month in advance. So, use the calendar below as a guide to when your SRF should be submitted.

## Service Request Form Due Date Schedule

Month Event Held Completed SFR Package due by noon January December 3 February January 7 April March 4 May April 1 May 6 June June 3 July August July 1 September August 5 November 4 December

Ministry Leader Signature

Today's Date

Deacon Signature, Date and Daytime Telephone Number 

For NSP Office Use Only

□ APPROVED

DENIED

Authorized Signature:

Event Date:\_\_\_\_\_

Additional Information:

Today's Date:

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Original - Church Administration

Copy - Ministry Leader