**For Official Use Only**

**Received By:**

**Date Received:**

**Date of Event:**

**Name of Event:**

 **End Time:**

**Theme/Scripture: # Of People Expected:**

**Signature: Date:**

**Greater Peace Baptist Church Event Request Form**

**To provide communication regarding your upcoming event, please complete all necessary spaces and return to the Scheduling Ministry’s mailbox or you may submit this form electronically via our website:** www.gpbconline.com

**Hosting Ministry: Submission Date:**

**Contact Person: Home Phone:**

**Email Address: Cell Phone:**

 **Start Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* **Announcement**
* **Flyer**
* **Social Media Promotions**
* **Video/Recordings**
* **Newspaper**

* **Virtual**
* **In Person Only**
* **Hybrid (In-Person and Virtual)**
* **Radio**
* **Flock Note**
* **Calling Post**
* **Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Facility: Area (s) Requested: (Circle area (s) requested.)**
* **)**

**Sanctuary Parking Lot Outdoor/Lawn Classroom(s) Kitchen Fellowship Hall**

**Note: You must make reservations for the Fellowship Hall. Please see one of the church’s Trustees, or you can email them at** **gpbctrustees@gmail.com****.**

**Detailed Description of Event**

**Promotions/Marketing**