

GBC EVENT PROPOSAL

Name of Activity/Event:

Proposed Date: _____ TIME: _____(AM/PM) to _____(AM/PM)

Contact Person(s):

Name: _____ Ph _____ e-mail _____

Name: _____ Ph _____ e-mail _____

Purpose and description of the activity/event:

Specific Rooms of Church to be Used for Activity:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Additional Facility Needs and/or Set-up Requirements:

Date of Request: _____

Date given to Business Chair for Review: _____

Date of Business Chair Approval: _____

Date put on church calendar: _____