



# Wayland Baptist Church

## Event/Activity Packet

**Together We Are Better! Wayland Proud!**

## Event/Activity Summary Form

Today's Date:	
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All Ministry Leaders, Annual/Emphasis Day Chairpersons and any person planning/coordinating an Event/Activity are required complete this form and submit it to the Fold Coordinator as follows:

**Complete submissions are due 90 days in advance of Event/Activity.**

Only pages 2 and 3 are needed initially. Ministry Leader/Planning Coordinator will be notified if additional forms are required.

Name of Ministry/Committee:	
Name of Event/Activity/Special Day:	
Request Date and Time:	
Location of Event/Activity:	
Purpose of Event/Activity:	

Speaker Required?	Yes	No	
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Speaker Name and Affiliation:

Please indicate what ministry support is requested for this event/activity.

<b>*Ministry support areas</b>	<b>Yes/No</b>
<b>*Media/Sound</b>	
<b>*Culinary</b>	
<b>*Ushers</b>	
<b>*Music</b>	
<b>*Security</b>	
<b>*Sexton</b>	
<b>*Set up chairs/tables arrangement</b>	
<b>*Transportation</b>	
<b>*Hospitality</b>	
<b>*Donation required by attendees:</b>	
<b>*Funding requested from church:</b>	
<b>*Will a donation be made to the Church?</b>	

<b>Ministry Leader/Planning Coordinator signature (electronic acceptable)</b>	
<b>Telephone/Cell Number</b>	
<b>Email Address</b>	

At the completion of the Event/Activity, the ministry is responsible for removing all material (flyer, pencil, booklets etc.) from the event/activity area.

<b>Fold Advisory/Leader Signature:</b> (Electronic acceptable)	
<b>Date:</b>	

<b>Pastor's Signature:</b>	<b>Date:</b>
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