

MINISTRY ACTIVITY REQUEST FORM – (MARF)

TODAY'S DATE _____

MINISTRY / DEPT. HOSTING ACTIVITY _____

CONTACT #1 _____

CELL PHONE _____ EMAIL _____

CONTACT #2 _____

CELL PHONE _____ EMAIL _____

NAME OF ACTIVITY _____

DESCRIPTION OF ACTIVITY _____

DATE(S) OF ACTIVITY _____

START TIME _____ END TIME _____

SET-UP TIME _____ to _____ BREAK DOWN TIME _____ to _____

ONSITE SPACE NEEDED (Check all that apply)

Sanctuary BWS Gym Outdoors _____
 Narthex BWS Room(s) _____
 Virtual Choir Room A Other _____

Will food be provided? _____ Registration / Check-in Space? _____

OFFSITE LOCATION _____

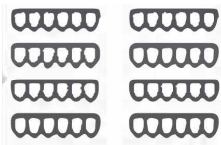
OF PARTICIPANTS _____ FUNDED BY: Budget Participants Other

TARGET AUDIENCE (Check all that apply)

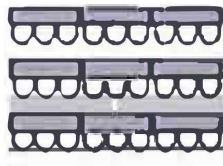
Adults Young Adults Youth/Teens Seniors
 Men Women Ministry Members Community

Other _____

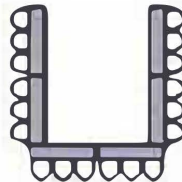
ROOM SET-UP: Please indicate the number: _____



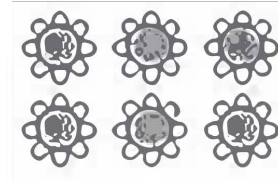
#1 - Lecture



#2 - Classroom



#3 - U-Shaped Conference



#4 - Banquet Rounds
(submit diagram)

5. Other (explain) _____

ADDITIONAL NEEDS:

___ Tables (8 ft.)

___ Tables (4ft.)

___ Round Tables

___ Chairs

___ Mic

___ Podium

___ Tent(s)

___ Porta-Potty

___ Other _____

MEDIA SUPPORT:

___ Mic(s)

___ Power Point

___ Zoom

___ Marketing / Graphics

___ Photography

___ TV Monitor

___ Video / Audio Recording

___ Power / Electrical

___ Wi-Fi Access

Other _____

SUPPORT NEEDED FROM OTHER DEPARTMENTS: (check all that apply)

Church Bus (CUCC driver to transport 22 passengers)

Church Office (Copies, Supplies, etc.)

Church Operations (Set up/Break down room and/or Church Equipment, etc.)

Deacons (Communion, etc.)

Greeters (Welcome at narthex doors, etc.)

Music Department (Musicians, Vocalists, Praise Team, Choir, etc.)

Security (Indoor support, Parking lot support, etc.)

Ushers (Offering, Monitoring doors in sanctuary, etc.)

ADDITIONAL INFORMATION: (Include other organizations associated with the activity)
