

# Unity Event Form

(Use this form for events that are not Anniversary or Annual Days, but are events intended to raise funds for your ministry. Please submit this form to the Church Administrator at least 2 weeks before the event. Dates will be scheduled on a first-come first-served basis.)

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

**To: Pastor Charles McNeill, Jr.**

Name: \_\_\_\_\_

Your Title: \_\_\_\_\_

Ministry: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_

Place of Event: \_\_\_\_\_

Purpose of Event: \_\_\_\_\_

Please give a brief description of the event: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*If a preacher or singing group will be invited please complete the Itinerary form.*

Please list the names of the committee members:

_____	_____
_____	_____
_____	_____

Team Captain's Signature

Will food be served? Yes  No  -- If yes, complete and attach the Culinary Ministry form.

\_\_\_\_\_  
Signature

## Event Approval

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

\_\_\_\_\_  
Pastor Charles W. McNeill, Jr.

\_\_\_\_\_  
Church Administrator