# Ministry Activity / Program Request Checklist

\*\*\*Please utilize this checklist to allow the Church Administrative Office to better serve the ministry.\*\*\*

This checklist must be completed and submitted to the office ***at least*** **1 MONTH PRIOR** to your Activity / Program.

**All requests are subject to approval must support TCOLCC’s Mission & Vision and are subject to approval or denial by Pastor Middleton or his designated leadership authority.**

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| **Ministry Name:** | | | | | **Today’s Date:11/18/2022** | | |
| **Ministry Leader:** | | | | | | | |
| **Activity / Program Name:** | | | | | | | |
| **Event Date:** | | **Event Time:** | | **Set Up & End Times:** | | | |
| **Purpose or Objective of Activity:** | | | | | | | |
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| **LOCATION OF ACTIVITY:** (Check One) \_\_\_\_\_\_ TCOLCC \_\_\_\_\_\_\_\_ Outside Location | | | | | | | |
| If outside of TCOLCC, please provide Name & Address of location: | | | | | | | |
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| **Administration Support Requirements** | | | | | | | |
| Has Pastor / Ministry Development Team Approved of Activity / Program? | | | | | (Circle One) YES NO | | |
| Designated Ministry Development Team Leader: | | | | |  | | |
| Has the Church Administration been contacted regarding the details of this Activity / Program?   * Has the Activity / Program been added to the church calendar? | | | | | (Circle One) YES NO  (Circle One) YES NO | | |
| Is a Guest Speaker required?   * Has the Guest Speaker been approved by Pastor Middleton? * Has an invitation letter been requested from the church adr1inistration office to be sent to the Guest Speaker? *(Office Use Only)* | | | | | (Circle One) YES NO N/A  (Circle One) YES NO N/A  (Circle One) YES NO N/A | | |
| Has a budget / honorarium been requested / submitted to the Director of Operations? (Budget info **MUST** be emailed at least **4 weeks prior** to Activity / Program.)   * Will any up-front monetary funding be needed from the church office? * If yes to either question, the Ministry Leader **MUST** contact the administration office and make an appointment for budget review. *\*Cash is not kept on hand. Reimbursement Check Request Forms are found near the copy machine outside the Deacon’s Office and can be submitted after activity, if necessary.* | | | | | Circle One) YES NO N/A  (Circle One) YES NO N/A | | |
| Will you or anyone from your team need a Tax-Exempt letter to purchase items for the Activity / Program?  Name of person shopping: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | (Circle One) YES NO N/A | | |
| Does the Activity / Program require a wrap up meeting?   * If yes, please contact the church administration office to schedule a meeting date. * Wrap Up meeting time & location: (Office Use Only) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | (Circle One) YES NO N/A  Date of Wrap Up: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| **Service / Ministry Support Requirements** | | | | | | | |
| **AUDIO / SOUND / VIDEO**  Will the Audio / Sound / Video Team be needed to run tech equipment?   * If your activity requires specific technical needs, **please contact the Audio / Sound Ministry Directors** at least **3 weeks prior** to Activity / Program to discuss specific instructions. *(Please see Deacon Lee James or Brother Bryan Lee)*   Will Activity / Program need streaming? | | | | | (Circle One) YES NO N/A  (Circle One) YES NO N/A | | |
| **COMMUNICATIONS**  Will an announcement or flyer be needed prior to the Activity / Program?   * If **yes**, **please contact the Communications Director at least 3 weeks prior** to Activity / Program to discuss specific details. – ***Sis. Marquetta Hamell*** [***lanebrownm@icloud.com***](mailto:lanebrownm@icloud.com) * Will the activity / program flyer need to be placed on the Church’s Website? | | | | | (Circle One) YES NO N/A  # of Flyers Requested: \_\_\_\_\_\_\_\_\_\_\_\_\_  (Circle One) YES NO N/A | | |
| Will any printed materials be needed for the Activity / Program?   * If **yes**, **please contact the Church Administration Office at least 3 weeks prior** to Activity / Program to discuss specific details. | | | | | (Circle One) YES NO N/A  Date Prints Needed:\_\_\_\_\_\_\_\_\_\_\_\_\_  #of Prints Needed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| **MAINTENANCE**  What space will be needed for the Activity / Program?  \_\_\_\_\_\_\_\_\_\_Sanctuary \_\_\_\_\_\_\_\_\_\_Classroom  *\*\*\*Use of the Sanctuary may requires specific approval. Room availability must be verified by Church Administration by review of Church Calendar.* | | | | | Classroom Assigned:\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *(Office Use Only)* | | |
| Will event require special detail cleaning or preparation by the maintenance department prior to the Activity / Program?   * If yes, the request **MUST** be made at least **4 weeks prior** to Activity / Program by email to the administration office for verification and completion. | | | | | (Circle One) YES NO N/A  Date Cleaning Needed:\_\_\_\_\_\_\_\_\_\_\_  *(Office Use Only)* | | |
| * Will the Activity / Program need specific chair & table set up? * If yes, please provide: How many people are expected?\_\_\_\_\_\_\_\_\_\_ * How many tables are requested? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | (Circle One) YES NO N/A  Set Up by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *(Office Use Only)* | | |
| Each Ministry is responsible for clean-up of their Activity, Event or Program.   * Has a “Clean Up Team” been established? | | | | | (Circle One) YES NO N/A | | |
| **DECOR**  Will decorations be needed?   * If **yes**, **please contact the Church Administration Office at least 3 weeks prior** to Activity /Program to discuss specific details. | | | | | (Circle One) YES NO N/A  Date Decorations Needed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| **For Office Use Only – Other Ministry Support / Contact Needed** | | | | | | | |
| **Deacon** on Duty: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | Will **Securit**y be needed? (Circle One) YES NO | | | | |
| Fine Arts – Music /  Drama / Dance | City Café /  Hospitality | Men’s / Women’s Ministries | Marriage / Singles  Ministries | | | Generations Ministries | Evangelism /  Community Care |
| ***Notes:*** | | | | | | | |
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