

Calvary Baptist Church

DIVINE DESIGNS MINISTRY REQUEST FORM

The Divine Designs Ministry assists and supports Calvary ministries, when requested, to design and plan decorations for specific ministry events. Divine Designs utilizes the client ministry's budget on a chargeback basis – where the client ministry pays for materials, supplies, rentals, etc., and Divine Designs utilizes client ministry members to implement the design.

To request decorating support and assist Divine Designs in providing decorations that will more closely meet client needs, complete the information below, and place this form in the Divine Designs Mailbox. Please submit this request at least six weeks prior to the event. For larger events, additional lead time is desired.

Current date _____

Ministry _____

Contact: Name _____ Phone _____

E-Mail Address _____

Event _____

Day, Date _____ Time _____

Location: Mahalia Jackson Hall _____ Other _____

Event Description _____

Design for Food Venue: Sit-down _____ Buffet _____ Butler passed _____

Meeting _____ No Food _____ Other _____

Approximate number of guests _____

Number of guest tables _____ Number of serving tables _____

Desired color pallet _____

Special requests _____

Date and Time when room will be available for decorating _____

Decorations Budget _____