



ST. JOHN'S

Lutheran Church and Nursery School

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Event Request Form

1. Today's Date _____

2. Date and time of event _____

3. Type of event

- a. Wedding
- b. Baptism
- c. Party
- d. Fund Raiser

4. Facility needs

- a. Meeting Room
- b. Fellowship Hall
- c. Sanctuary
- d. Meditation Garden
- e. Outside Usage
- f. Other _____

5. Description of event and duration

6. Approval by Executive Board _____

7. Fundraisers-

a. Type of event _____

b. Funds to benefit: _____

c. Board Chairpersons Review _____

8. Approval of Executive Board
