



Bible Tabernacle Christian Center

Program/Service Form

Date of Request _____

Date and Time of Service/Program _____

Sponsoring Ministry _____

Contact Person: _____

Email: _____

Service/Program _____

Offering/Proceeds will benefit: _____

Preacher/Speaker _____

Have you discussed this service with Dr Carl Scott prior to confirming with preacher/speaker Y___ N_____

Other participants: _____

Is a printed program/bulletin needed? Y ___ N _____

Has Becky been notified? Y _____ N _____ please have Becky to sign off
_____ Name

What area are you requesting? Sanctuary ___ Fellowship Hall ___ Kitchen _____

Choir Room _____

Will food or refreshments be served? Y ___ N _____ please have Culinary to sign off
_____ Name

Has the Culinary Ministry Leader been notified? Y ___ N _____

What time will you be opening the building? _____(Notify Security) please
have Security to sign off _____ Name

Are the following needed?

Ushers ___ Praise Team ___ BTVFC ___ Trustees ___ Security ___ Van ___

Have the appropriate ministry leaders been notified? Y ___ N ___

Please have the following leaders sign off if needed _____ Name

_____ Name _____ Name

_____ Name _____ Name

_____ Name

Has the Church Sexton been notified regarding set up needed? Y ___ N ___ (discuss with Church Sexton type of set-up needed (i.e.: tables) please have Church Sexton to sign off
_____ Name

Number of people expected to attend _____

Are people to be seated at tables? Y ___ N ___

Please indicate all equipment needed:

Podium ___ Microphone ___ VHS Player ___ DVD Player ___ CD Player ___

Computer ___ Television ___ Video Projector ___ Overhead Projector ___

Please diagram your preferred set-up arrangement below (tables, chairs, etc.)

Signed: _____ Date: _____

Dr. Carl H. Scott, Pastor

Rochelle Walker, Church Secretary

For Our Staff to better serve you, please answer the following questions, and return to the Church Secretary (Rochelle Walker). Form must be completed and signed for approval. Signed form will be returned to the requested ministry to distribute.

This signed form by Dr. Carl H. Scott and Church Secretary, Rochelle Walker, is confirmation of the date requested and verification that the ministry may proceed. This signed form will be returned to requested individual.

Make copies and distribute to the following: always give a copy to (*). Give copies to the other ministry leaders as needed.

Dr. Carl H. Scott *

Sister Rochelle Walker / Church Secretary *

Deacon Henry Wagstaff / Chief Security Ministry * (will notify the appropriate building staff)

Sister Becky Janney & Sister Shawn Bair for bulletins/announcement of events

Sister Ruth Fenwick / Media Ministry for notifications and mailings

Sister Yolanda McCanic / Usher Ministry

Reverend Shelton Scott / Bible Tabernacle Voices For Christ (Choir) and Praise Team

Brother Shawn Scott / Audio-Visual Ministry

Minister Ada Richardson / Trustees for Offering

Reverend Shannon Scott / Culinary Ministry

Deacon Marcus Durham / Van Ministry

Revised: 11/2014/rmw