

Potter's Christian Fellowship
Activity Request Form

Name of Ministry: _____

Activity Requested: _____

Reason for Activity: _____

Date: _____

Time: _____

Place: _____

Cost to Attend: _____

Supplies Needed: _____

Speaker(s): _____

Proposed Budget: _____

Would you like a flyer for this event? _____ (Attach Flyer Request Form)

If you will be making your own flyer it must be approved by the office two weeks prior to being handed out.

Will you need a sign up sheet? _____

Name: _____

Address: _____

Phone# _____

Activity Request Forms must be filled out and turned into the office no later than one month prior to the event.

Requests for retreats must be made at least six months prior to the event.