

# Activity Coordination Form

## London Baptist Church

Please submit this completed form to the church office at least two weeks (a month, if possible) prior to planned event. An event is not officially on the calendar until it has been cleared with the church calendar and staff.

Date of Activity \_\_\_\_\_ Time \_\_\_\_\_  
(beginning & ending)

Sponsoring Group \_\_\_\_\_  
(a Sunday School class, Men's Ministry, Women's Ministry, Youth, Children, etc.)

Description of Activity \_\_\_\_\_

This event is:  one time  reoccurring, if so, what frequency \_\_\_\_\_  
(monthly, weekly, etc.)

Responsible Person \_\_\_\_\_ Phone # \_\_\_\_\_

Resources Required (indicate what is needed):

Building \_\_\_\_\_

Van \_\_\_\_\_ Driver \_\_\_\_\_

Funding \_\_\_\_\_  
Where will the funds come from? Budget?(if so, give line item & amount) Designated Gifts? Participants Pay?

Equipment \_\_\_\_\_

If scheduling conflicts arise, can this activity be rescheduled? \_\_\_\_\_

If yes, when? \_\_\_\_\_

If no, why not? \_\_\_\_\_

\_\_\_\_\_



### FOR OFFICE USE ONLY

Date Rec. _____	Pastor _____
Calendar _____	Music/Youth _____
Building _____	Admin. Assist. _____
Van _____	