



Cathedral of Praise International Ministries
Bishop Craig W. Johnson, Visionary/Senior Pastor
SPECIAL EVENT REQUEST FORM



PLEASE SUBMIT FOR PROCESSING **90** DAYS PRIOR TO NEED BY DATE
 All Pertinent Information Must Be Provided for Processing

SECTION ONE: General Ministry Event Information

Event Name:

Event Date:

Event Start Time:

Event End Time:

Event Set-up Time:

Event Clean-up Time:

Ministry or Ministries Hosting Event:

Event Lead #1:

Phone#:

Email:

Event Lead #2:

Phone#:

Email:

SECTION TWO: Event Information (Brief Description of the Event)

SECTION THREE: Event Location Details

Off-site Event (please provide address):

On-site Event (number of rooms needed):

Estimated Number of Attendees: Adults:

Youth:

Children:

SECTION FOUR: Attached Forms (if applicable)

Budget Request Form

Speaker Request Form
(if applicable)

Work Order Form (for
setup needs)

Additional Notes:

Pastor Signature:

Date: