

Submission & Approval Process for Activities/Events, Meetings, and Multi-Media Request

Approval Process for Activities & Events

Step 1: Complete the Activity & Budget Proposal Form

Activity & Budget Proposal Forms will be reviewed and approved quarterly (every four months) After the Activity & Budget Proposals Forms are reviewed, departments will receive correspondence from the church office within 7 business days. Completed forms must be emailed to the Church Administrator.

Step 2: Complete the Activity & Facility Request Form

Departments will be advised to move forward with planning their activity/event once they have received correspondence that their activity/event has been approved. Departments must then complete the Activity & Facility Request Form to request space and confirm their activity/event on the church calendar. Completed forms must be emailed to the Church Administrator.

Step 3: Complete the Multi-Media Request Form

To publicize your event/activity departments must complete a Multi-Media Request Form. The Multi-Media Request Form covers request for church announcements, Facebook and website postings, and e-blast. Completed forms must be emailed to the Multi-Media Department at: g2gmediateam@gmail.com Keep in mind each request has additional time restraints for their submission and approval. See the Multi-Media Request Form for additional information.

Step 4: Post Activity & Event Review Form

Following the completion of your planned activity or event each department must complete and submit a Post Activity & Event Review form within 7 business days of the event completion. Completed forms must be emailed to the Church Administrator.

Approval Process For Meetings Only

Departments must complete a Space & Facility Request Form to reserve meeting space. Once approved, you'll receive confirmation from the church office within 7 business days. After the Space & Facility Request form has been approved, you will receive confirmation from the church office and your activity/event will be added to the church calendar. Please allow 7 business days to receive confirmation. Keep in mind each request has additional time restraints for their submission and approval. See the Space & Facility Request Form for additional information. Completed forms must be emailed to the Church Administrator.

Approval Process for Announcements Only

To publicize your event/activity departments must complete the Multi-Media Request Form. The Multi-Media Request Form covers request for church announcements, Facebook and website postings, and e-blast. Please allow 7 business days to receive confirmation. Keep in mind each request has additional time restraints for their submission and approval. Completed forms must be emailed to the Multi-Media Department at: g2gmediateam@gmail.com See the Multi-Media Request Form for additional information.

Approval Process for Flyer Distribution

All flyers distributed must be reviewed and approved by the Director of Operations. In addition, flyers will not be approved for distribution until the event/activity has been approved. Flyers must be emailed to the Director of Operations. Please allow 4 days for approval.