

SPECIAL MEETING OR FUNCTION FORM

Please use this form when requesting to have a non-standard Department meeting, function or event. A non-standard meeting is any meeting or function that is not a regularly weekly scheduled meeting /function/event on or off campus requesting to use space; or requesting to have a meeting/event offsite (restaurant, clubhouse, home, etc.)

Your request must be submitted to **your Staff Leader in writing at least three (3) weeks prior to the proposed meeting/function/event. Do not make any arrangements until your request has been approved in writing.**

Department Leader: (Print) _____ Day time Contact # _____

Department: _____

Date & Time of proposed Meeting/Function/Event: _____

Where will this function be held/ venue: _____

Room Assignment: _____

Purpose of Meeting/Function/Event:

Expected cost of function: \$ _____

No cost; all food will be covered or provided by attendees

How will this be paid? JPMCI

Each attendee will pay the restaurant bill for their own individual meal

Number expected to attend: _____

Department Leader Signature: _____ Date Submitted: _____

Print Staff Leader's Name: _____ Signature: _____

Chief Executive Review:

Request approved as is _____
(Initial)

Request denied _____
(Initial)

Request approved with the following modification(s) _____
(Initial)

Request returned to Staff Leader: Date _____ Received _____

Request returned to Dept. Leader: Date _____ Received _____

- Copy to Senior Pastor/CEO
- Copy to Chief of Staff
- Copy to Executive Administrator
- Copy to Church Administrator
- Copy to Department Leader
- Original to Staff Leader