

Calvary Baptist Church

DIVINE DESIGNS MINISTRY REQUEST FORM

The Divine Designs Ministry assists and supports Calvary ministries, when requested, to design and plan decorations for specific ministry events. Divine Designs utilizes the client ministry's budget on a chargeback basis – where the client ministry pays for materials, supplies, rentals, etc., and Divine Designs utilizes client ministry members to implement the design.

To request decorating support and assist Divine Designs in providing decorations that will more closely meet client needs, complete the information below, and place this form in the Divine Designs Mailbox. Please submit this request at least six weeks prior to the event. For larger events, additional lead time is desired.

*Current date*_____

*Ministry*_____

*Contact: Name*_____ *Phone*_____

*E-Mail Address*_____

*Event*_____

*Day, Date*_____ *Time*_____

*Location: Mahalia Jackson Hall*_____ *Other*_____

*Event Description*_____

*Design for Food Venue: Sit-down*_____ *Buffet*_____ *Butler passed*_____

*Meeting*_____ *No Food*_____ *Other*_____

*Approximate number of guests*_____

*Number of guest tables*_____ *Number of serving tables*_____

*Desired color pallet*_____

*Special requests*_____

*Date and Time when room will be available for decorating*_____

*Decorations Budget*_____