

**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