First A.M.E. Church of Alexandria
8653 Richmond Highway
Alexandria, VA 22309

The Rev. Abraham Smith, Jr.,
Pastor

Telephone: (703) 780-0653
Fax: (703) 780-6640

DATE: _____

PROPOSAL REQUEST

INSTRUCTIONS: Please submit your proposal request to the Administrative Officer no later than the 3rd Sunday of the month and at least 90 days in advance of the event. Due to space limitation, reservations are on a first-come basis. Priority dates and space will be given to those organizations which have designated or reserved a regular date for their function, i.e., Choir Rehearsal Saturday's 11:30 am. Please verify with the Administrative Officer that your date has been approved prior to making announcements or printing material. If you expect to spend any Church funds, a budget itemizing costs and projected revenues must be attached to this proposal.

ORGANIZATION/COMMITTEE: _____

PROGRAM: _____

PROPOSED DATE OF EVENT: _____ NUMBER OF PEOPLE EXPECTED: _____

PURPOSED PROGRAM: _____

SPECIAL GUEST(S) SPEAKERS:

NAME:
_____AFFLILIATION:_____PHONE_____

NAME:_____AFFLILIATION:_____PHONE_____

NAME:_____AFFLILIATION:_____PHONE_____

REQUESTED BY: _____ _____ PHONE:_____

SITE: [ ]FIRST AME[ ] OTHER (NAME AND LOCATION) _____

TIME NEEDED: _____ UNTIL _____ (SPECIFY AM/PM)

ALTERNATIVE DATES: 1ST CHOICE_____ 2ND CHOICE_____

PUBLICITY: [ ] NOT NEEDED [ ] CHURCH BULLETIN ONLY [ ] HANDLED BY_____
[ ] CHURCH

PUBLICITY COMMITTEE SUPPORT REQUESTED

ORGANIZATIONAL SUPPORT NEEDED:

[ ] TRUSTEE BOARD (Access) [ ] STEWARD BOARD [ ] USHERS[ ] CHOIRS

[ ] OTHER ORGANIZATION (PLEASE SPECIFY) _____

COMMITTEE: _____

EQUIPMENT NEEDED: [ ] SOUND SYSTEM [ ] KEYBOARD [ ] CLASSROOM

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[ ] WHITE BOARD [ ] OTHER _____

FOR OFFICIAL USE ONLY

APPROVED: _____ DATE: _____

DISAPPROVED:_____ DATE:_____

PROGRAM FOCUS STATEMENT

MINISTRY: _____

SCRIPTURE: _____

THEME:_____

_____

_____

SPIRITUAL GOAL:_____

_____

_____

_____

_____

_____

MINISTRY HEAD SIGNATURE: _____

COMMISSSION OR DEPARTMENT HEAD SIGNATURE: _____