



Grace Evangelical Lutheran Church Church/Community Event Approval Form

Please complete this form for any events you would like to sponsor in the church or within the community on behalf of the church. Once completed, scan and email the form to the president of Church Council at council@graceshillington.org or place it in the mailbox outside of the church office. Council members will be notified of your request and the council president will communicate approval of the event within 10 business days.

Event name: _____

The event is: Social Charitable Other: _____

Who/what will benefit from this event: _____
(name of group, organization, etc.)

Date of event: _____ Time of event: _____

Location of event: _____

Was the event date and time cleared with the church office calendar? Yes No

Funding needed and where funds will be taken from:

Other information (if applicable):

Event contact name: _____ Today's date: _____

Contact phone: _____ Contact email: _____

Thank you!