

# Falls Road AME Church

## SPECIAL EVENT REQUEST

ABILITY (Complete all applicable sections for each event)

EVENT:  Wedding/Rehearsal  Funeral/Wake  Other \_\_\_\_\_

Requesting:  Clergy  Musicians  Choir(s)  Ushers  Other \_\_\_\_\_

Date(s): \_\_\_\_\_ Time: \_\_\_\_\_ Set-Up: \_\_\_\_\_ Clean-Up: \_\_\_\_\_

Bride: \_\_\_\_\_ Groom: \_\_\_\_\_

Wedding Date: \_\_\_\_\_ Rehearsal Date: \_\_\_\_\_

Coordinator: \_\_\_\_\_ Phone: \_\_\_\_\_

Decedent: \_\_\_\_\_

Funeral Date: \_\_\_\_\_ Wake: \_\_\_\_\_ Viewing: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Set-Up: \_\_\_\_\_ Clean-Up: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Set-Up: \_\_\_\_\_ Clean-Up: \_\_\_\_\_

Space or Rooms needed: (check all that apply)

Sanctuary Only

Worship Services/Special Programs (includes sound system and recording)

Meeting Space only (only sound system needed)

Small Group Meeting or Training Space \_\_\_\_\_ # of participants

Fellowship Hall Only or  Fellowship Hall and Kitchen (Food Service)

\_\_\_\_\_ Expected # of Participants \_\_\_\_\_ # of Tables Needed \_\_\_\_\_ # of Tablecloths

Requested Colors \_\_\_\_\_

Preferred Set-Up Style \_\_\_\_\_

Special Instructions:

**This section to be completed by Falls Road AME Staff Only**

Member  Non-member Associated Costs: \$ \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Pastor's Signature)

2145 Pine Avenue Baltimore, MD 21244 410-922-3190

Fallsroadamechurch.org

Rev. Raymond F. Edmonds, Jr., Pastor