



FEBRUARY 2019

MSBC LEADERSHIP MATERIALS

MSBC FORMS AND TEMPLATES

MORNING STAR BAPTIST CHURCH
1512 Woodlawn Drive | Gwynn Oak, MD 21207




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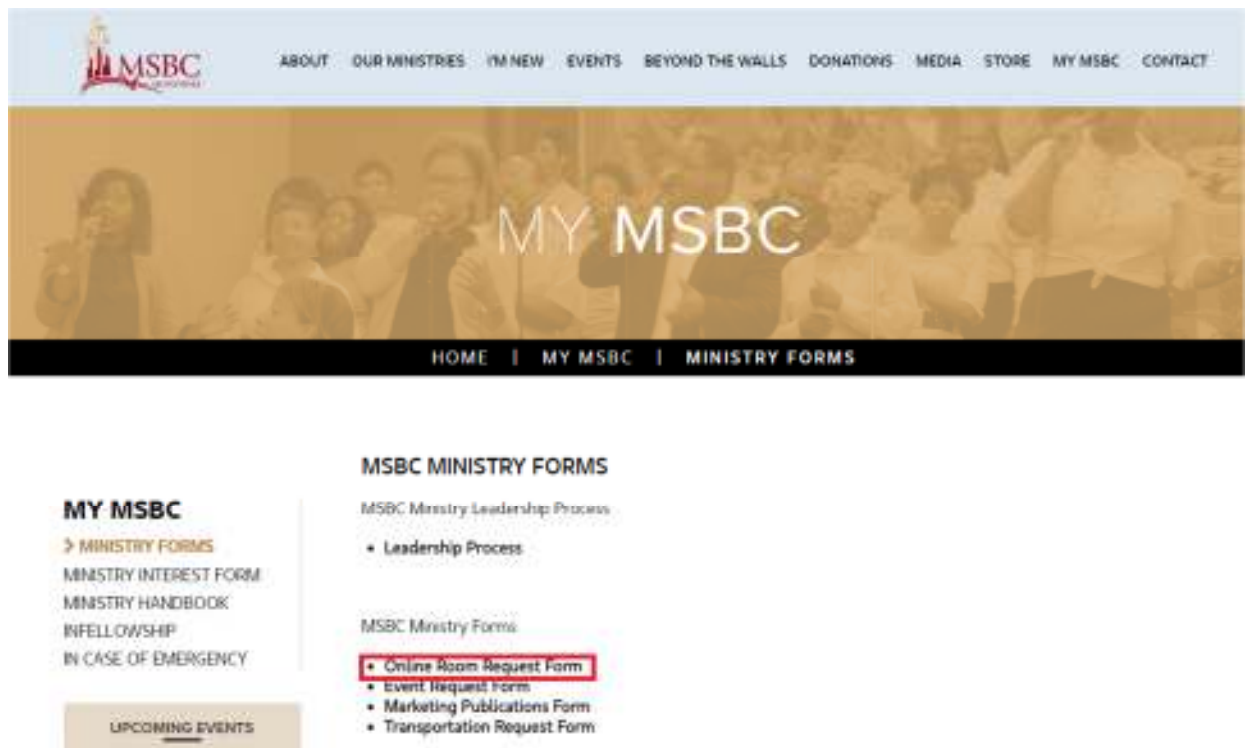
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Online Room Request

The Online Room Request should be filled out at least 2 weeks prior to needing the space for your meeting. Church Staff will honor the request, if space is available, and ensure the meeting reservation is included on the church's public calendar online. If there are issues or discrepancies with the request, the Church Staff will follow up with the contact person listed accordingly. *Please note: Completing a room request in under the required 2 week notification timeframe does not guarantee you will receive the room and/or resources requested.*

The Online Room Request can be found from the church's website at: www.msbcministries.org

1. Click "My MSBC"
2. Click "Ministry Forms"
3. Click "Online Room Request Form"



Screenshots of the Online Room Request are found below. Please provide as much detail as possible for the room requests so Church Staff can accommodate with the appropriate resources and support.

Submission Deadline:

All room requests must be submitted 14 business days in advance.

1. Date Form Submitted:

2. Purpose of Meeting

3. Meeting Date - for one time only

From: Date/Time

To: Date/Time

4. Set Up Recurring Meetings - Day (Ex: Every Fri)

5. Set Up Recurring Meetings - Weeks (Ex: Every 1st, 2nd 3rd etc.)

6. Set Up Recurring Meetings - Months (Ex: Every Jan., Feb., March)

7. If your meeting time(s) do not meet the above criterias - please specify below

8. Meeting Times:

Start:

 : -

End:

 : -

9. Is this a Standing Room Request

Yes

No

10. Number Attending:

11. Select Ministry/Organization

12. Select Ministry Umbrella (Category); i.e Worship & Arts

13. Contact Information:

First & Last Name:

Email Address

Phone Number

14. Address of Room Assignment:

15. Offsite Address, if applicable:

Address

Address 2

City/Town

State/Province

ZIP/Postal Code

Phone Number

16. 1512 Woodlawn Drive

- 208-Capacity 40
- 212 - Capacity 25
- 216 - Capacity 25
- 210 - Capacity 25
- 218- Capacity 30
- Front Lobby
- Back Lobby
- Balcony
- Chapel
- Sanctuary

17. 6665 Security Blvd.

- Room 105 - Computer Lab @ Security loc. - Audience Seating N/A , Classroom (w/ tables) 10
- Room 121 (Dance Studio) @ Security loc. - Audience Seating 60 , Classroom (w/ tables) 30
- Room 120 - Conf. Center - Audience Seating 300 , Classroom (w/ tables) 200
- Room 100 - Conf./Staff - Audience Seating N/A , Classroom (w/ tables) 12
- Classroom 106 a/b - Audience Seating 60 , Classroom (w/tables) 40
- Classroom 107 - Capacity - Audience Seating 40, Classroom (w/ tables) 20
- Classroom 109 - Capacity - Audience Seating 6 , Classroom (w/tables) 4
- Classroom 110 - Capacity - Audience Seating 6 , Classroom (w/tables) 4
- Classroom 113 - - Capacity - Audience Seating 15 , Classroom (w/tables) 10
- Classroom 114 - - Capacity - Audience Seating 20 , Classroom (w/tables) 15
- Classroom 118 - - Capacity - Audience Seating 15 , Classroom (w/tables) 10

18. Family Life Center - 1600 Whitehead Ct (FLC)

- Room 102- Capacity 15
- Room 103- Capacity 14
- Room 104- Capacity 11
- Room 105- Capacity 46
- Room 101- Capacity 10

19. Type of Set-Up Needed:

- Theater
- Classroom
- U Shape
- T Shape
- Hollow Square
- Conference
- Chevron Style
- Banquet
- Other (please specify)

20. Choose Type of Table Needed

- Round Tables
- Long Tables

21. Setup

of Round Tables

of Long Tables

of Chairs

22. Room Support:

Podium

White Board

Chalk Board

Flip Chart

Easel

Screen

Projector

Other (please specify)

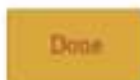
23.

Audio/Video Needs

Note:

- Personal laptops must have a HDMI port to project from TV or screens
- Classrooms at 1512 have monitors which need a computer to project & HDMI cord
- Chapel at 1512 has a screen which requires the projector

- Video Taping
- Audio Taping
- Photography
- Power Point Presentation
- Laptop
- TV
- DVD Player
- LCD Projector @ 1512 Chapel only
- HDMI Cord
- Personal Computer w/ HDMI Port
- Chapel Screen
- Classroom monitor
- Computer/HDMI/Monitors
- Microphones
- # of Microphones

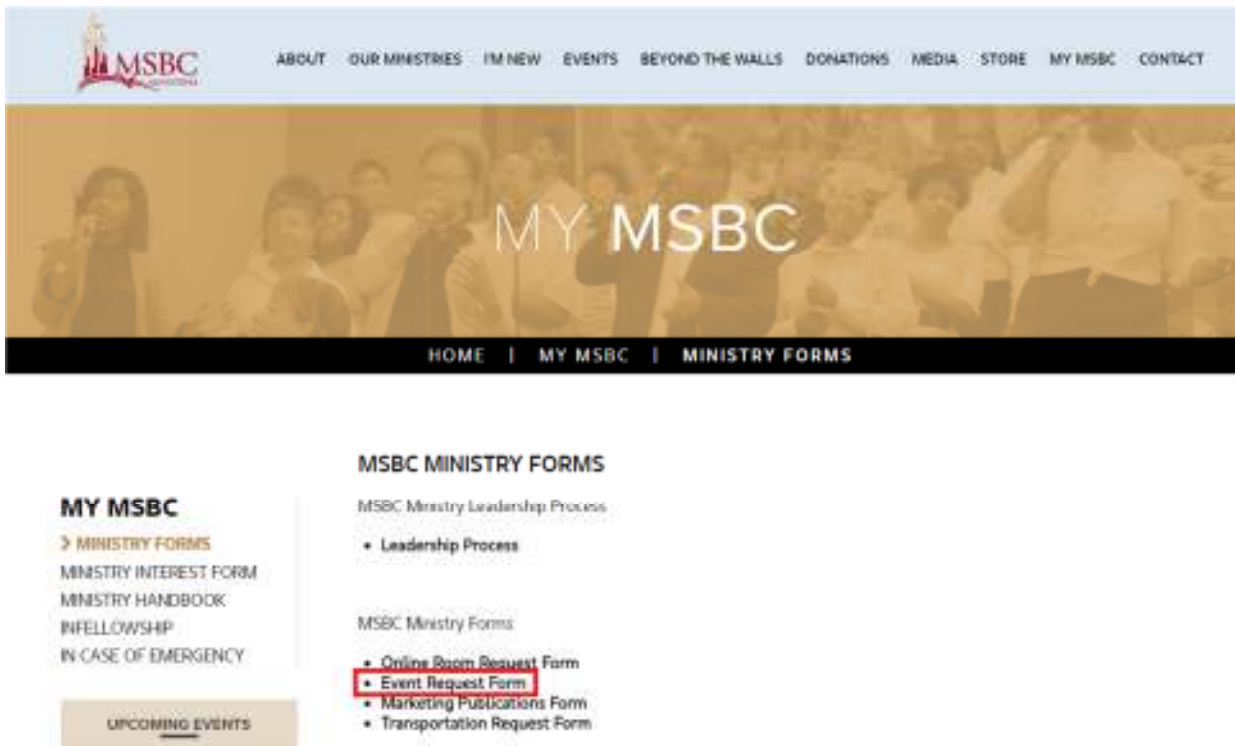


Online Event Request

The Online Event Request should be filled out at least 30 days prior to needing the space for your event. Church Staff will honor the request, if space is available, and ensure the event reservation is included on the church's public calendar online. If there are issues or discrepancies with the request, the Church Staff will follow up with the contact person listed accordingly. *Please note: Completing an event request in under the required 30 day notification timeframe does not guarantee you will receive the room and/or resources requested.*

The Online Event Request can be found from the church's website at: www.msbcministries.org

1. Click "My MSBC"
2. Click "Ministry Forms"
3. Click "Event Request Form"



Screenshots of the Online Event Request are found below. Please provide as much detail as possible for the event requests so Church Staff can accommodate with the appropriate resources and support.

Online Event Request

Online Form

Submission Deadline:

All event requests must be submitted 30 business days in advance.

1. Date Form Submitted:

2. Event Name:

3. Event Date - for one time only

From: Date/Time

To: Date/Time

4. Set Up Recurring Event - Day (Ex: Every Fri)

5. Set Up Recurring Event - Weeks (Ex: Every 1st, 2nd 3rd etc.)

6. Set Up Recurring Event - Months (Ex: Every Jan., Feb., March)

7. Event Times:

Start:

 : -

End:

 : -

Setup Time:

 : -

Cleanup Time:

 : -

8. If your meeting time(s) do not meet the above criterias - please specify below

9. Number Attending:

10. Select Ministry, i.e., Ushers, Choir, ABC

11. Select Ministry Umbrella (Category); i.e Worship & Arts

12. Contact Information:

First & Last Name:	<input type="text"/>
Email Address	<input type="text"/>
Phone Number	<input type="text"/>

13. Location of Event:

14. Offsite Address, if applicable:

Address	<input type="text"/>
Address 2	<input type="text"/>
City/Town	<input type="text"/>
State/Province	<input type="text"/>
ZIP/Postal Code	<input type="text"/>
Phone Number	<input type="text"/>

15. Event Registration

Event Cost	<input type="text"/>
Start Date and End Date for Registration	<input type="text"/>
Do you request email status of sales/registration?	<input type="text"/>
If so, how often would you like updates?	<input type="text"/>
Online registration for MSBC Members only	<input type="text"/>
Online registration for all...Members and MSBC Members	<input type="text"/>

16. Event Budget Amount

Honorariums

Event Venue

Other Expenses
(Culinary fees are recorded in a separate section)

17. Green Sheet Status

Was a green sheet submitted?

On which date was the green sheet submitted to Dec. Robbin?

What is the proposed cost? (Total of all Green Sheets)

How many green sheets were submitted?

18. Facilities/Operation Needs

- Sanctuary
- Computer Lab
- Chapel
- Lobby
- Multi-Purpose Room
- Floor
- Stage
- Entire - Multi - Purpose Room
- Conference Center @ Security loc.
- Classroom 100
- Classroom 106
- Classroom 107
- Classroom 108
- Classroom 109
- Classroom 110
- Classroom 113
- Classroom 114
- Classroom 118

Classrooms

* 19. Type of Set-Up Needed:

- Theater
- Classroom
- U Shape
- T Shape
- Hollow Square
- Conference
- Chevron Style
- Banquet
- Other (please specify)

20. Choose Type of Table Needed

- Round Tables
- Long Tables

21. Setup

of Round Tables

of Long Tables

of Chairs

22. Room Support:

- Podium
- White Board
- Chalk Board
- Flip Chart
- Easel
- Screen
- Projector
- Other (please specify)

23. CULINARY

Requested Menu

Budget

Color Scheme

24. Audio/Video Needs

- Video Taping
- Audio Taping
- Photography
- Power Point Presentation
- Laptop
- TV
- DVD Player
- LCD Projector
- Portable Sound
- Microphones

of Microphones

25. Worship & Arts Needs

- Musician
- Band
- DJ
- Children's Choir
- Youth Choir
- Young Adult Choir
- Young Adult Praise Team
- Voices of Praise
- Praise and Worship Team
- Men's Choir
- All Choirs
- Deaf Ministry
- Puppet Ministry
- Intercessory Prayer Ministry
- Children's Dance Ministry (GHA)
- Youth Dance Ministry
- Young Adult Dance Ministry (GBF/Silent Voices)
- Women's Dance Ministry (ABC)
- Men's Dance Ministry (As1)

Requested Song(s)

26. If applicable, describe Drama Ministry needs:

27. Children/Youth/Young Adult Ministries

Children's Ministry

Youth Ministry

Young Adult Ministry

28. Publications (information required 30 business days in advance)

of tickets

of programs

of books/manuals

of flyers

of invitations

Color scheme

29. Marketing Needs

- MSBC News
- Church Bulletin
- InFellowship Email
- Text Messaging
- Social Media
- Phone Tree
- Lobby Usage

Write a sample of your message:

30. Guest/VIP Hospitality Room/Parking/Seating Area

# of Guests	<input type="text"/>
Refreshments	<input type="text"/>
# of Parking Spaces Needed	<input type="text"/>
Vehicle Type(s)	<input type="text"/>
# of Guests to be Seated	<input type="text"/>
Location(s) for Guest Area	<input type="text"/>

31. Guest/VIP Production of Sales

- Cd's
- DVD's
- Books
- Other (please specify)

32. Volunteers

How many
hostesses?

How many hosts?

How many sign in
table assistants?

How many food
service workers?

33. Ushers

How many youth
ushers?

How many female
ushers?

How many male
ushers?

34. Greeters

of Greeters

Requested

Time greeters
should arrive?

Requested

Responsibilities

35. Transportation

Passenger Van

Church Bus

Motor Coach

Number of Passengers

36. Child Care Ministry

Do you require
childcare?

Ages for childcare?

Starting and ending
time for childcare

Do we need books?

Childcare

Development
requested?

Any special
needs/requirements
?

Done

Marketing Publications Request

The Marketing request should be submitted between 60 – 90 days in advance of the need to ensure the concept of the graphic, printing, etc. is understood. There are two sides to the form:

1. The Publications Request is for the graphic for the flyers, tickets, programs, or other printed materials.
2. The News Request is to include the graphic and the message provided in the News, Bulletin, Social Media, Email, Text, and/or Website.

Please be as specific as possible and submit all requests to Marketing@msbcministries.org at least 60 – 90 days in advance. Finally, be reminded that the Grass Roots efforts in the Community and surrounding area lies within the requesting ministry.

The Marketing Publications Request can be found from the church’s website at:

www.msbcministries.org

1. Click “My MSBC”
2. Click “Ministry Forms”
3. Click “Marketing Publications Form”



The Publications and the News forms are both downloadable from the website and can be found below:



MSBC Publications Request

Publications requests should be provided at least 60-90 days prior to the need of the items being requested to allow for graphics to be created.

Today's Date: _____

Requesting Ministry: _____

Contact Name: _____

Contact Email: _____

Contact Phone: _____

Ministry Leader: _____

Ministry Coordinator's Signature: _____

Date of the Event: _____

Date Needed: _____

Number of Tickets: _____

Number of Invitations: _____

Number of Programs: _____

Number of Flyers: _____

Number of Books/Manuals: _____

Information needed for the event:



MSBC News Request

News requests should be provided at least 60-90 days prior to the need of the items being requested to allow for graphics to be created. Please attach any supplemental information

Today's Date: _____

Requesting Ministry: _____

Contact Name: _____

Contact Email: _____

Contact Phone: _____

Ministry Leader: _____

Ministry Coordinator's Signature: _____

Information requested to be shared via:

- Bulletin
- Email
- News

- Social Media
- Text
- Website

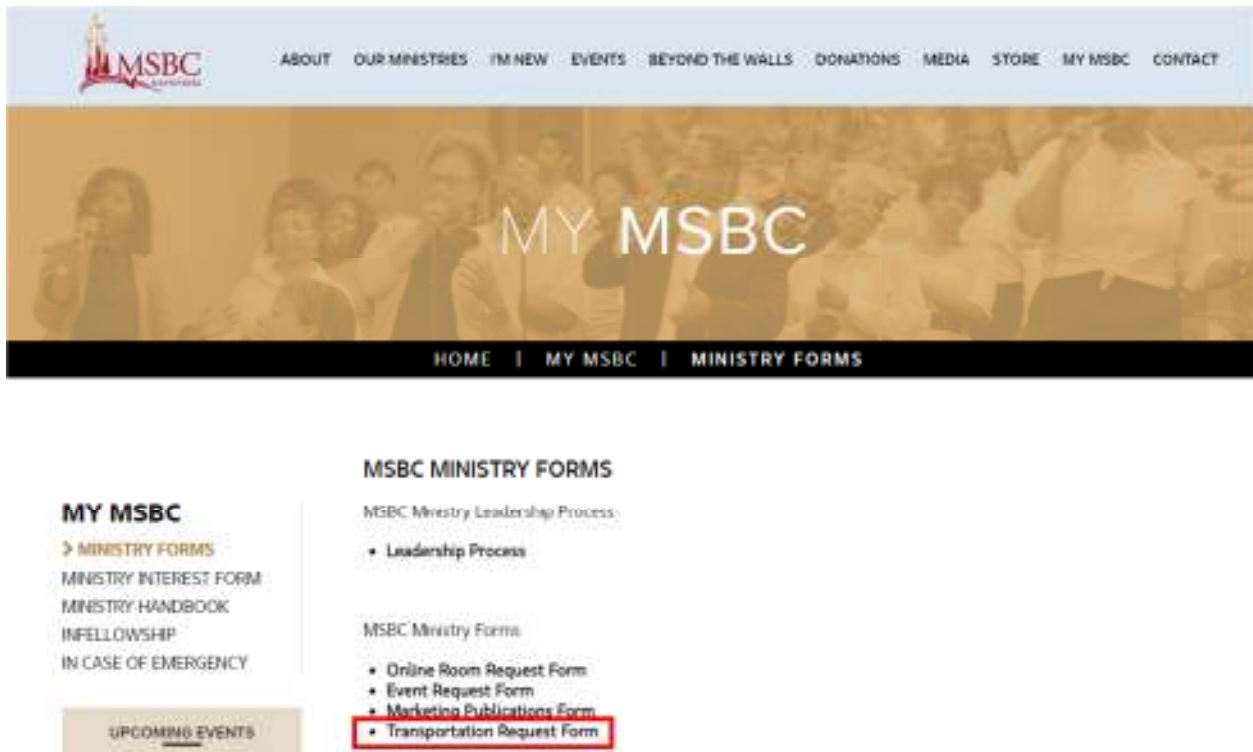
Information needed for the event:

Transportation Request

The Transportation request should be provided at least 3 weeks prior to the event. Requests for change after the initial approval must be submitted no later than 48 hours prior to the event for consideration. Please attach any additional special instructions and make sure the form has the Ministry Coordinator's approval for all special events.

The Transportation Request can be found from the church's website at: www.msbcministries.org

4. Click "My MSBC"
5. Click "Ministry Forms"
6. Click "Transportation Request Form"



The Transportation Form can be found below and is a downloadable document.



MSBC Transportation Request

Transportation requests should be provided at least 3 weeks prior to the event. Requests for change after the initial approval must be submitted no later than 48 hours prior to the event for consideration. Please attach a copy of any special instructions.

Today's Date: _____

Requestor: _____

Contact Name: _____

Contact Email: _____

Contact Phone: _____

Ministry Coordinator's Signature: _____

Ministry Coordinator's approval is required for all special event transportation requests.

Event Date: _____ Event Start/Finish Time: _____

Departure Time: _____ Est. Return Time: _____

Event Address: _____

Number of Passengers: _____

Please provide the estimated number of vehicles being requested:

Car(s): _____ Van(s): _____ Bus(es): _____ Motor Coach(es): _____

Approvals:

Transportation Director's Approval: _____ Date: _____

Pastor's Approval: _____ Date: _____

Pastor's approval is required for any expenses incurred over \$100.00

Vendor Invitation Template

A Vendor invitation letter soliciting their participation in the event. It includes the details of the event, including the target number of attendees, what their role as a Vendor will be and a deadline to respond to participate.

<* Date *>

<* Vendor Contact Name *>

<* Vendor Business Name *>

via email

<* Vendor Contact Title *>

Dear <* Vendor Contact Name *>:

The <* Ministry Name *> of Morning Star Baptist Church of Baltimore County is hosting a <* Name/Type of Event *> and we would be honored if you would accept our invitation to join us on <* Day, Date Start/End Times *> at <* Location *>. The event <* Purpose, Objectives, or Expected Outcomes *>. Our goal is to service <* Target Goal of Attendees *>. We would like to have you as <* Role of Vendor *> to <* Add any additional expectations or information to help the Vendor understand the full request and identify if they are available *>

If you are available and able to participate, please respond with an email to <* Contact Person's name, title, email address and/or phone number and extension *> by <* Deadline Date *> along with any <* special accommodation requests *>

In His Service

<* Ministry Leader *>

Cc: <* Coordinator of Event *>

<* Coordinator Email *>

<* Coordinator Phone *>

Vendor Confirmation Template

A Vendor Confirmation letter thanking the vendor for agreeing to participate in the event. It provides the specifics of the event, who they should look to meet them, where they should park, and all instructions for any sessions prior to the event as well as the day of the event to set the expectation.

<* Date *>

<* Vendor Contact Name *>

<* Vendor Business Name *>

via email

<* Vendor Contact Title *>

Dear <* Vendor Contact Name *>:

Thank you for agreeing to participate in our <*Name of Event*>, which will take place on <* Date of Event *> from <*Start Time to End Time*> at <* Name and Address of Location *>. The purpose of the event is <* Purpose of the Event *>.

We expect approximately <*Expected Number of Attendees*> attendees on that date. You have agreed to participate in the <* Name or Type of Event *> to <* What the Vendor offers for event participants *>. The fair will be held concurrently as the keynote and panels are conducted. There is no fee for participation and we will provide you with <* Acknowledge of standard setup. *Ex: A table, 2 chairs and table linen.* *>. ***We ask that you arrive 1 hour before the start of the program to ensure that we are able to accommodate your setup needs.***

If you have any questions, please feel free to contact <* Contact person's name, title, email address and/or phone number and extension. *>. We look forward to seeing you soon and thank you again for being a part of our <* Name of Event*>!

In His Service

<* Ministry Leader *>

Cc: <* Coordinator of Event *>

<* Coordinator Email *>

<* Coordinator Phone *>

Vendor Thank You Template

A Vendor Thank You letter for after the event where they made a donation, or if just thanking them for their participation in the event.

<* Date *>

<* Vendor Contact Name *>

<* Vendor Business Name *>

via email

<* Vendor Contact Title *>

Dear <* Vendor Contact Name *>:

On behalf of the ministry of Morning Star Baptist Church, we would like to thank you for your donation in support of <* Name of Event *> held on <* Date of Event *>. Our Ministry is committed to building and rebuilding lives and we recognize our impact is connected to the partnerships we develop in the Community. As a result of your donation, we were able to <* Result of their donation. *>. We know there are a number of worthy causes which call on your attention each year and we are grateful that you chose to support our efforts. On behalf of our Pastor, congregation, and those who benefitted from your support we say "Thank You."

We look forward to future partnerships and thank you again for being a part of our <* Name of Event*>!

In His Service

<* Ministry Leader *>

Cc: <* Coordinator of Event *>

<* Coordinator Email *>

<* Coordinator Phone *>