



Saint John Baptist Church

1397 Penniman Road • Williamsburg, Virginia 23185

Phone: (757) 229-0759

Dr. Carlon L. Lassiter, Pastor

Church Invitation / Guest Event Coordination Form

Complete when inviting a guest church, choir, or speaker. Submit to the Church Secretary for coordination.

Date Submitted

INVITING / GUEST CHURCH INFORMATION

Name of Guest Church / Organization

Pastor / Primary Contact Name

Street Address

City

State

ZIP

Phone Number

Email Address

Website (optional)

EVENT DETAILS

Event / Program Name

Type of Event

Open to Public?

Event Date(s)

Day of Week

Start Time

End Time

Admission Fee?

Location at SJBC (Sanctuary / Hall / Grounds)

Expected Attendance

AV Equipment Needed?

CHOIR, USHER & TRANSPORTATION ASSIGNMENTS

Choir Assigned to Participate

Choir Director Notified? (Yes / No)

Date Notified

Usher(s) Assigned

Bus / Transportation Needed?

Driver Name

COMMUNICATION & NOTIFICATIONS

Invitation Received / Sent Date

Pulpit Announcement Date

Bulletin Notice Date

Social Media Posted? (Yes / No)

Date Posted

Posted By