



MINISTRY EVENT PROPOSAL

Please use this form to write your proposal. Your proposal must be detailed enough to clearly explain the event planned in meeting your ministry goals and objectives. All questions must be answered and must be submitted at least 90-days (3 months) in advance to the event date. Complete this proposal and submit to the ministry commissioner.

Name: _____ Ministry: _____

Phone: _____ Email: _____

Proposal Submitted Date: _____

EVENT INFORMATION

Activity/Program/Service Title: _____

Date of the Event: _____ Time (Begin/End): _____

Spiritual Foundation of the Event (scripture; theme):

Purpose of the Proposed Activity/Program/ Service:

LOGISTICS

Alternative Dates (at least 3): _____

Place: _____ Location: _____ Space: _____

Projected # of Attendees: _____ Age Group: _____ Youth _____ Adults

Trustees: Doors Open Time: _____ Doors Lock Time: _____

Transportation Needs: Van # of Riders _____ Parking Lot: Yes No

Contract Required: Yes (please attach) No Details: _____

Sound / Media: Yes No Details: _____

Ushers: Yes No Details: _____

Hospitality: Yes No Details: _____

Other Details:

GUEST CHURCH / PREACHER / SPEAKER

Name of Church: _____ Pastor: _____

Address: _____ Telephone: _____

Website: _____ Email: _____

Choir Attending with Church: Yes No Ushers Attending with Church: Yes No

Honorarium: _____

**Attached clergy bio to the proposal*

GUEST MUSICIAN / CHOIR

Name: _____

Name of Church: _____ Pastor: _____

Address: _____ Telephone: _____

Website: _____ Email: _____

Honorarium: _____

BUDGET

Projected Revenue: \$ _____ *(includes special offering, sales, donations)*

How Revenue Will Be Raised: _____

Projected Expenses: \$ _____

Details of Expenses: _____

Projected Revenue over Expenses: \$ _____

Funds Available in Petty Cash: \$ _____

Deposit Required: Yes \$ _____ No Recurring Payments: Yes \$ _____ No

OTHER CONSIDERATIONS

SPECIAL NEEDS/ CONSIDERATIONS

Submitted by Name

Commissioner