



SPECIAL EVENT REQUEST FORM

Special Event Request Form for Ministry Leadership:
For Special Events/Activities outside of normal programs or schedules.
Proposal must be submitted at least 2 months before Event date.

Date Submitted: _____ Name of person submitting: _____

Name of sub-ministry hosting proposed Event: _____

Date/Time/Location of proposed Event: _____

Purpose of the Event: _____

Plan of event (describe): _____

Does it fit the focus of the Strategic Plan? (see other side of form) Yes No

Does it reach our church, community or both? Church Community Both

What group of people would it touch? _____

How will you be evaluating this event afterwards? _____

Will this be a joint Event with another ministry? Yes No Ministry: _____

Will it conflict with any other activities in the Church? Yes No

What is the budget for this Event? \$ _____
(a breakdown is required for any budgets over \$50)

How will you raise the budgeted funds required? _____

Name/Position	Phone	Email
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Coordinator contact: _____

Name of others on the team & position: _____

Comments or questions regarding Event: _____

Endorsement by Ministry Leadership Team: _____

Date approved: _____

An evaluation is required after the Event (please submit a copy to Ministry Leadership)