



EVENT PLANNING AND APPROVAL FORM

Name of Event _____

Date and Time of Event: _____

Location of Event: _____

Event Chairperson _____

Ministry: _____ (Worship /Outreach/Missions/Relational/Discipleship /Administration/Youth/Family)

1. If resources are need, please attach the Event Resource Worksheet:

2. Are contracts required for this event? No Yes – please ✓ Speaker Facility Other
Give details: _____

3. Estimated Budget (Attach Event Budget Worksheet) _____

4. Please specify which of the following forms are attached.

Agenda	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Event Budget Worksheet	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Announcement Form	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Room Request Form	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Event Resource Worksheet	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Purchase Order	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Check Request	<input type="checkbox"/> Yes	<input type="checkbox"/> No			

5. Who will clean up the facility? _____

Committee Members: _____

Ministry Leader's Signature _____ Date _____

Ministry Director's Signature _____ Date _____

For Office Us Only

Approved: Yes No Give reason for disapproval: _____

SIGNATURES

DATES

Church Administrator _____

Senior Pastor _____

NOTE: The following items must be attached to this form and submitted **before** the Event can be approved: Agenda, Event Resource Worksheet, and Event Budget Worksheet.