

MINISTRY BIG EVENT REQUEST FORM

Ministry hosting event: _____

Date (dates) on event: _____

Detailed description of event: _____

- Will there be a guest speaker? Yes No

Guest speakers must submit to the staff a resume and a detailed outline of what he/she will be teaching for review before this event can be approved.

Name _____

Address _____

E-Mail _____ Phone _____

Speaker's Social Security # _____

Required by the IRS

- How many people do expect to attend? _____
- How will people register for this event? _____

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- Will a registration form be required? Yes No If yes, please submit a copy to the staff with this form.

- What is the deposit fee for this event? \$ _____ When will this be collected? _____

- When will the balance be due? _____

- Who is in charge of collecting registration forms and event fees?

Name _____ Email _____

- Will this event be held at the church? Yes No

If no, where? _____

- What rooms will be used? _____
- Will meals be served? Yes No How many?_____
- Will you provide childcare? Yes No How many children? _____
- Will there be a fee to attend this event? Yes No Total Fee \$_____
- Will there be any fundraisers to help defer the cost of the event?
Yes No

Cost Breakdown:

\$_____ Guest Speaker
 \$_____ Supplies (Paper, pens, workbooks, etc.)
 \$_____ Food & Drinks
 \$_____ Paper Products
 \$_____ Child Care
 \$100.00 Janitor
 \$100.00 Sound Tech
\$_____ Total Cost of Event
 \$_____ Cost per person

To determine the cost per person, divide the total cost by the expected attendees.

Additional Notes:

- Any money collected must be turned into the office within 24 hours.
- All paper work must be completed before final approval of your event.