



Event Proposal Sheet

This worksheet is meant to help you as you think through your proposed event. It is also designed to help the staff understand the vision for your event as well as its basic details. **Please fill this form out 6-8 weeks prior to the proposed event date.** If staff approves this event, you will be ready to work through the Planning Worksheet.

Event Title: _____

Preferred Date/Day _____ Alternate Date(s) _____

Location (Desired Room # if at Church): _____

Time: Start: _____ a.m./p.m. Expected End: _____ a.m./p.m.

Cost: \$ _____

Who is invited to this Event? _____

Purpose of event? _____

Contact Name: _____ Ministry Leader: _____

Contact Phone/e-mail: _____

This form completed by: _____ Date: _____