

World Harvest Church

Ministry Proposal Form

In order to get approval for your event, please return this completed form to the church office at least 60 days prior to your event. The approval process will take up to 1 week. **Event staffing may be subject to a fee.** All fees must be turned into the church office 14 days prior to the event.

Should there be any changes or cancellation, please contact the office as soon as possible. Thank you.

Name of Event:	Proposal Date Submitted:
Date of Event:	Expected attendees:
Time of Event:	Registration cost:
Requested by:	Approx. Cost of Event:
E-mail & Cell # :	Form of Pymt: Check or CC

Event Description:

Close Out Date: _____
(30 days before event)

Prep meeting Date: _____
(14 days before event)

Event Requirements: (check all applicable areas). Provide details on the back of the form							
Sanctuary		Fellowship Hall		Camera*		Vehicle(s) Requested	
Legacy Center		Nursery room needed		Graphic*		Access to Building	
275 Hardscrabble Rd		Sound needed*		Website		Registration Req.	
Kitchen		Tech needed*		Ministry help		Other	
Church Lobby		Video*		F1 Reports		Other	
Childcare needed*		Marketing		Coffee needed		Other	

***Disclaimer:** Please contact Finance Dept. for Fees

OFFICE USE ONLY		Department Notification
Date Rec'd: _____ HR Approval: _____ Admin Approval: _____ Financial Approval: _____ Date Appr./Denied: _____ Approved by: _____ Signature: _____	1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ 7. _____ 8. _____	

Explain Event Requirements details:

Sanctuary:
Legacy Center:
275 Hardscrabble:
Kitchen:
Church Lobby:
Childcare Needed:
Fellowship Hall:
Nursery Room Needed:
Sound Needed:
Tech Needed:
Video:
Marketing:
Camera:
Graphic:
Website:
Ministry Helpers needs:
F1 Report needed:
Coffee needed:
Vehicle Requested:
Access to Building:
Registration Required:
Other:

Video script/website banner or comments if applicable here (must be done by closeout window):