



Church Office Use Only-
Date Received:

Project/Event Proposal

Project /Event Title *(name to be published):*

Date Submitted:

Sponsor *(Committee, Ministry, Life Group):*

Project Leader *(must complete the Liability Waiver):*

Who has committed to volunteer? *(List all team members thus far)*

Project Description

Dates

Preferred Kick Off

Preferred Start

Preferred End

Alternate Kick Off

Alternate Start

Alternate End

Scope-Who will benefit, inside and outside the church walls. A target group must be identified.

Purpose/Goals/Objectives-Include why the project is important and what specific need the project/event will address and how it will be met.

Support Vision-How does this project/event support the vision: Love God, Love People? Include expected short & long-term results.

Expenses-What are the expected and maximum total costs for this project/event (start up & ongoing)? Include an estimate

based on a single participant and total number of participants. Use a separate sheet if needed. If asking for donations, monetary or non-cash items of any kind, complete the **Fundraising Application** & sign the **Fundraising Compliance** statement. If budgeted funds will be used, indicate how much and from which accounts and to which expenses these will be applied. Be familiar with the church's Accounts Payable process before committing any funds by a specific time.

Participation-Complete the **Facility Reservation Form** and **Project/Event Advertisement/PublicityRequest Form**. If not applicable, include (a) where this project/event will be held and (b) how this project/event will be promoted in and outside the church.

Engagement-How will you engage and encourage others to participate? Include a plan for (a) other church groups (ministries, committees, classes, etc.) (b) church members not currently engaged and (c) people outside our church.

Follow Up-What is your follow up plan to connect with people impacted? Include leaders, volunteers, and target audience. Complete the **Project/Event Participant Follow Up form**.

Post Event-Complete the **Post Event Evaluation form** and return to the church office **within two weeks** following the event.