

EVENT PLANNING AND APPROVALS (EPA)

A CALENDAR REQUEST FORM (CRF) MUST HAVE BEEN COMPLETED BEFORE SUBMITTING THIS FORM

A COPY OF THE THIS FORM WILL BE RETURNED TO YOU

Name: \_\_\_\_\_
Phone No. \_\_\_\_\_ (H) \_\_\_\_\_ (C)
Email Address: \_\_\_\_\_
Date: \_\_\_\_\_

Ministry: \_\_\_\_\_
Ministry Leader Signature: \_\_\_\_\_
Event Name: \_\_\_\_\_
Approved CRF Date of Event: \_\_\_\_\_

MINISTRY REQUEST FOR SERVICE

Notify all (make no assumptions) Eastern ministries of the support needed verbally and letter or email with minimum of 45-60 days prior to the event

HELP MINISTRIES

(CHECK ALL THAT APPLY AND REQUEST MINISTRY LEADER INITIALS)

- Food Service
Hospitality Ministry
Offsite Caterers
Other
Security
Facilities Management
Trustee/Finance
Deacon
Deaconess
Audio Service
Video Event?
No. of Floor Mics:
Ushers
Nurses
Library /Media
Internet and Marketing - Flyer
Banner
Other

MUSIC & FINE ARTS MINISTRIES

(CHECK ALL THAT APPLY AND REQUEST MINISTRY LEADER INITIALS)

- Music Ministry (Instrumental)
Youth Choir
ECC Combined Choir
Men's Chorus
Women's Choir
Praise and Worship Team
ECC Dancers
Internal/External Soloist
Guests Preacher
Other Outside Guests

NOTE the following: 1. All preachers must have Pastor's approval prior to contact. 2. Groups outside of "normalcy" must have pastor approval. 3. Letters to invite churches (check with Pastor)

\*\*PRESENT DRAFT PROGRAM TO PASTOR VIA ADMINISTRATIVE ASSISTANT 2 WEEKS PRIOR TO THE EVENT

Text for Banner: \_\_\_\_\_

**How Does This Event Help Build The KINGDOM?**

Will tickets be sold? If yes, indicate how many and cost per ticket \_\_\_\_\_

Do you anticipate making a profit from this event? no \_\_\_ yes \_\_\_  
If yes, how will those profits be used? \_\_\_\_\_

**COMPLETE BUDGET COST —————> FORWARD TO TRUSTEE/FINANCE MINISTRY**

(“BUDGET COST” ITEMS MUST COMPLETED BEFORE FORWARDING TO TRUSTEE/FINANCE MINISTRY)

**Requesting Ministry Accounting Code:** \_\_\_\_\_

		Budget \$ Cost \$	Actual \$ Cost \$			Budget \$ Cost \$	Actual \$ Cost \$
<b>VENUE:</b>	<b>Account</b>			<b>PRINTING AND MATERIALS</b>	<b>Account</b>		
Meeting or event space rental	-	_____	_____	Paper Supply	5430	_____	_____
Room setup costs	-	_____	_____	Shipping costs	5440	_____	_____
Equipment rental and setups	-	_____	_____	Flyers	5410	_____	_____
<b>TRANSPORTATION:</b>	<b>5461</b>			Invitations/Cards	5410	_____	_____
Airfare		_____	_____	Postage	5440	_____	_____
Taxis or limos from airport		_____	_____	CDs/DVDs	6480	_____	_____
Parking		_____	_____	Banner	5415	_____	_____
Transportation to and from various venues		_____	_____	Tickets	5450	_____	_____
Mileage Reimbursement	5470	_____	_____	Printing	5450	_____	_____
<b>ACCOMMODATION:</b>	<b>5471</b>			Other (specify) _____		_____	_____
Sleeping rooms		_____	_____	<b>SPECIAL SERVICES:</b>			
State accommodation taxes		_____	_____	Offsite Photographer	-	_____	_____
Hospitality suite		_____	_____	Musicians (internal/external)	5195	_____	_____
Incidentals		_____	_____	Entertainment and speakers fees	6310	_____	_____
<b>FOOD AND BEVERAGES:</b>				Ministry gifts	6553/2	_____	_____
Food costs (\$_____ per person)	5460	_____	_____	Floral and Decorations	6465	_____	_____
Transportation and setup costs (for offsite caterers)	5461	_____	_____	Cleaning Service (Additional)	5720	_____	_____
Annual Cookout	6421	_____	_____	Maintenance	5740	_____	_____
Cleanup costs	5720	_____	_____	Other (Specify) _____	-	_____	_____
				<b>TOTAL</b>			

Approved: \_\_\_ (Forward to Pastor) • Denied: \_\_\_ (Return to Requesting Ministry) • Approving Official: \_\_\_\_\_  
Date: \_\_\_\_\_

**ADMINISTRATIVE ASSISTANT —————> TO PASTOR FOR APPROVAL**

Approved\*\*  Not Approved

Reason(s) for Denial \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

DATE REQUESTING MINISTRY AND COMMUNICATIONS MINISTRY NOTIFIED: \_\_\_\_\_

