 **Word For Life Church Ministries**

2020 Planning and Financial Advance Request Form

**Ministry or Group Sponsoring the Event**:

**Event Theme:**

**How does this event align with WFLCM’s discipleship and outreach efforts?:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Ministry Contact Person:** **Telephone Number**:

**Desired Date(s):** **Time of Event:**

***(Event approval is subject to pastoral confirmation)***

**BUDGET**

**Finances:** Budgeted No Funds Required Funds to be obtained from other resources

**(Mark the appropriate response and, if necessary, provide the $$ amount.)**

**Itemize Expenses:** **Projected Financial Gain:**

 **Projected Number of Participants:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Total:** $

**Facilities Needed: \_\_**\_\_\_\_\_Sanctuary \_\_\_\_\_\_\_Kitchen \_\_\_\_\_\_\_ Conference room \_\_\_\_\_\_Church Exterior Grounds

**Publicity/PR Venue:** \_\_\_\_Bulletin/Inserts \_\_\_\_Newsletter \_\_\_\_Newspaper \_\_\_\_Flyers/Posters \_\_\_\_Radio/TV

**Target Age Group:** \_\_\_\_\_Pre-School/Youth \_\_\_\_\_Pre Teen \_\_\_\_\_Teens \_\_\_\_\_Young Adult \_\_\_\_\_Older Adults

 (3-5) (6-9) (10-12) (13-17) (18- 35) (36-59) \_\_\_\_\_\_\_\_Senior Adults (60 and older)

**Transportation:** \_\_\_\_\_\_\_Bus(es) Reserved \_\_\_\_\_\_\_Van(s) Reserved \_\_\_\_\_\_\_Driver(s) Enlisted

**SIGN-OFF/APPROVAL:**

1. Ministry Leader: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 SIGNATURE / DATE

1. Chair, Trustee Ministry: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 SIGNATURE / DATE

1. Approval/Disapproval:

(Senior or Executive Pastor) SIGNATURE / DATE