



## Project/Event Proposal

The purpose of this **Project/Event Proposal** is to help a person or group submit their ideas and intentions for upcoming projects. This form is designed to capture the purpose, desired outcome, and development plan for your project.

In addition, this form will allow the office staff to objectively understand the request being submitted, the extent of need for this project, the potential impacts of this project, and the scope of support needed, including financial or program support.

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### Please provide the following information.

1. Name of Individual/Group Submitting Proposal: \_\_\_\_\_

2. Executive Summary of Project:

a) Name of Project/Event: \_\_\_\_\_

b) Please provide a short description of the project:

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

c) Name and contact information for team leader or chairpersons of event:

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

d) Location: \_\_\_\_\_

- e) Day(s)/Time of Event: \_\_\_\_\_
- f) Is there a need for doors to be open or locked at a specific time? \_\_\_\_\_ If yes, please coordinate with the church office.
- g) Are there any Audio Visual (A/V) or Technology needs? \_\_\_\_\_
- h) Are there any Hospitality needs? \_\_\_\_\_
- i) Is there any specific setup needed? \_\_\_\_\_
- j) Will a “love offering” be taken during the event? \_\_\_\_\_ If yes, please coordinate with the church office. Office staff will show how to gain access to the offering boxes at the conclusion of the event. Also, the office will need to know if the “love offering” will be given to an individual or group at the conclusion of event or if the money is to go in the church offerings and a check is sent to the individual or group.
- k) Are any photocopies needed? \_\_\_\_\_
- l) Will online registration be used for this event? \_\_\_\_\_  
If yes, will a fee be charged? \_\_\_\_\_ Amount of fee: \$\_\_\_\_\_ per person  
**\*Please note: Our online registration system requires a minimum \$5 charge for an event. If you plan to require a fee, it must be \$5 or more.**
- m) What is the maximum attendance for the event? \_\_\_\_\_

3. Estimate of Funding Needed:

\_\_\_\_\_

**\*Please submit the completed proposal to the church office. The office will review and reach out with any questions. If the proposal is approved, you are asked to please complete a “Room Request” form so that your event may be added to the church calendar.**

Approved by Church Office (signature): \_\_\_\_\_

Date: \_\_\_\_\_