

Ministry Event Proposal Form

Ministry _____ Ministry Team Leader _____

Submission Date: _____ Email address _____

**Proposals must be submitted at least 4 weeks prior to the event date. Submissions falling outside of this range may not be approved.*

Team Members _____

Logistical Requirements

- | | | |
|---------------------------|--|--------------------------------------|
| Events Held @ NCWC | <input type="checkbox"/> Security | <input type="checkbox"/> Health Care |
| | <input type="checkbox"/> Sound System | <input type="checkbox"/> Ministers |
| | <input type="checkbox"/> Projector | <input type="checkbox"/> Set-Up |
| | <input type="checkbox"/> Access to Kitchen | |
| | <input type="checkbox"/> Ushers | |
| | <input type="checkbox"/> Music | |
| | <input type="checkbox"/> Culinary Ministry | |
| | <input type="checkbox"/> Other: _____ | |
| Off-Site | <input type="checkbox"/> Transportation | |
| | <input type="checkbox"/> Other: _____ | |

Proposed Event Date / Time: _____
 Alternate Date / Time: _____
 Location: _____

Event Purpose

Scripture: _____

Describe how you will use this event to transform lives, one disciple at a time?

Goals: 1. _____
 2. _____
 3. _____

How will you measure success?

Proposed Budget: Total _____ Itemized:

Line Item	Amount
<i>Example: Food</i>	<i>\$200</i>

*** Itemized receipts submitted. (Required by IRS for reimbursement)**

*Events for the Children and Youth Ministry require adult supervision and a permission slip signed by a parent or guardian for each child. Consult Admin Office.

*Approval of the event is based on date availability, budget and alignment with the vision of New Covenant Worship Center. All fields are required for submission

Approved by: _____
 Director

 NCWC Administrator