



Living Word Baptist Church
Event Proposal Form

Please read and provide information as requested. Omission of any part of this document could delay processing and approval.

Date Submitted: _____ **Submitted by:** _____

Phone: _____ **E-Mail:** _____

Name or type of event: _____

Proposed Date _____ **Target Audience** _____

Proposed Time _____ **Number of People Expected** _____

Event Purpose/Desired Outcome:

How will this event support the mission of LWBC?

Are there other LWBC ministries that will be connected to/impacted by this event? If yes, please list.

Activities will include:

What resources do you anticipate needing from the church?

☐ Child care ☐ Audio equipment ☐ Video equipment ☐ Meeting space

☐ Transportation

☐ Food services: please describe _____

☐ Other resources: _____

☐ Who will open the church? _____ What time will doors need to be unlocked _____

☐ Publicity: ☐ Weekly bulletin ☐ Newsletter ☐ Web ☐ E-mail ☐ Social Media ☐ Street side banner

What actions/tasks are included, who is responsible, and what is the anticipated completion dates

<i>Jobs to be completed</i>	<i>Person Responsible</i>	<i>Anticipated Completion Date</i>

Anticipated Budget Requirements

Description	Amount	Purpose/Justification

Total Funds Requested: _____

I understand that all event dates must be submitted at least three months in advance of the proposed event date. Proposal must be completed for all dates requested to be put on the church calendar. I understand that the church will not be held liable for financial indebtedness incurred outside of established policies and procedures.

Signature of Individual Submitting Form

Date

Event Request status: ☐ Accepted ☐ Denied ☐ More information needed

Comments/Clarifications:

Secretary Signature

Date

Deacon Signature

Date