



## MINISTRY REQUEST FORM

Name of Ministry: \_\_\_\_\_ Date: \_\_\_\_\_

Event Address: \_\_\_\_\_

Contact Person(s): \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ Start Date & Time: \_\_\_\_\_ Weather: \_\_\_\_\_

List Goals: 1. \_\_\_\_\_ 2. \_\_\_\_\_

Obstacles likely to encounter: \_\_\_\_\_

Assistants/Helpers needed? \_\_\_\_\_ Namely: 1. \_\_\_\_\_ 2. \_\_\_\_\_

List any special needs? \_\_\_\_\_

If children involved, parental permission required?  Yes  No      Supervision/Chaperon?  Yes  No      Transportation:  No  Yes, Driver \_\_\_\_\_

Is this event open to/for anyone:  Yes  No, only: \_\_\_\_\_ Explain: \_\_\_\_\_

Amount Requested:  No Funding. Cost to:  individuals  etc. \_\_\_\_\_  Est cost: \$ \_\_\_\_\_

One time only      \$ \_\_\_\_\_      Use of funds: \_\_\_\_\_

Periodic      \$ \_\_\_\_\_      Use of funds: \_\_\_\_\_

**\* AN ITEMIZE / BREAK-DOWN OF FUNDS IS REQUIRED. No approval without estimation. You may use the back of page.**

Time Lines: By \_\_\_\_\_, I/we will \_\_\_\_\_

Then by \_\_\_\_\_, I/we will \_\_\_\_\_

\* If by \_\_\_\_\_, if the minimum of \_\_\_\_\_ isn't reach, then *CANCEL EVENT*.

Type of Event: \_\_\_\_\_ Is this a:  Social Justice  Fund Raising  Etc.: \_\_\_\_\_

How will you advertise, other than word of mouth and social media? \_\_\_\_\_

What, if anything, are you doing 'new', 'different', 'creative', etc.? \_\_\_\_\_

### Risk Management:

Security/Safety Plan: \_\_\_\_\_

Is (additional) insurance required:  No  Yes, Describe \_\_\_\_\_

OTHER potential risk: \_\_\_\_\_ Combat / who assuming liability: \_\_\_\_\_

Comments: \_\_\_\_\_

Measurement: What does a successful event looks like: \_\_\_\_\_

To whom/where can LCC donate 'left-overs'? \_\_\_\_\_

### **STOP, TO BE COMPLETED BY LIFE CHANGING CHURCH:**

Approved  Denied, \_\_\_\_\_  Need more information: \_\_\_\_\_

Is this event closely related to another Ministry?  No  Yes, namely: \_\_\_\_\_

Funding awarded to: \_\_\_\_\_ Ck#: \_\_\_\_\_ e-\$: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Print Name, Position: \_\_\_\_\_