

Purpose:

This document is to be used to request and to provide notification to the Church Office, sign-off by the Building Manager, Pastoral Council and the Finance Council and Pastor's approval of a Parish Organization's proposed event and or project.

This document must be completed and approved prior to any event and or project commencing

Overview:

1. This completed Event/Project Proposal form and any supporting documentation must be submitted to the Church Office **at least 30-90 days prior to the start** of any event or project.
2. Only approved event and or project with appropriate sign-offs and approval may proceed.
3. A Use Agreement must also be filed for all approved events/projects.
4. Additional documentation includes, depending on event/project, but not limited to: event flyer(s), 3 estimates for projects, layouts for events, project plans with timelines, event detail plans with timelines, and etc. The more detail the better.
5. Only emergency projects and or events can be directly approved, determined and deemed necessary by the Pastor.

Instructions:

1. The submitting organization will complete the event/project proposal form and submit to the Church Office. (A helpful tip: One may want to investigate items such as availability of facilities and funding (if needed) prior to submission)
2. The Church Office will send/provide a copy of the submission to the Pastoral and Finance Council Presidents/Chairs and the Building Manager for review, comment and sign-off within **10-days** of Church Office send/provide. Each entity will provide their response back to the Church Office.
 - a. Pastoral Council will review the document to ensure procedures are being followed and advise Pastor on request.
 - b. Finance Council will review for any funding needs and advise Pastor on request from a financial perspective.
 - c. Building Manager in conjunction with Church Office will review to ensure availability of date(s)/time(s)/duration and feasibility based on other scheduled events/projects.
 - d. No response by Pastoral Council, Finance Council and or Building Manager within, through extension request to Church Office, or by the end of the 10-day period, will automatically be considered as concurrence and move onto approval by Pastor.
3. Church Office will receive all responses back, and discuss and or forward to Pastor for approval or disapproval sign-off within **5-days**.
4. Church Office will notify:
 - a. The requestor of decision.
 - b. Will provide any event flyer(s) and or church event announcement information for publication to bulletin, to the webmaster for posting to website and to social media administrator for posting to church FACEBOOK page.
5. Only approved events/projects can proceed. Only approved items will be added to the website calendar and social media outlet.

Project/Program/Activity Proposal Form

For timely consideration of your request, this form along with any supporting documentation should be submitted to the Church Office at least **30-90 days** prior to your anticipated event/project for the Pastor's approval and sign-off by the Chairs of Pastoral and Finance Councils, and Building Manager. The Organization's President and or Chair may be asked to attend a council meeting to provide additional information and or to respond to inquiries.

Date Submitted:		
Requestor/Contact Person:		
Phone Number:	Email:	
Mailing Address:		
City:	State:	Zip Code:
Including this page, there are ___ pages included in this document.		

Host Group/Ministry: _____

Project/Program Title: _____

Duration/Timeline/Dates/Times:

Project/Program Overview:

Parish Resources Requested (materials, equipment, space, personnel, etc.):

Event information posted in/to:

Sunday Announcements Bulletin Church Website Social Media (FACEBOOK)

Anticipated/Estimated Revenue to be made _____

Parish Funds Amount Requested _____ No Parish Funds Requested

Expected Funding Source(s): Grant Parish General Fund Parish Building/Maintenance Fund
 Private Donations Other Parish Fund Other

Date Reviewed	Action Taken		Signatures
			PC:
			FC:
			BM:
			Pastor:
Total Amount Funded	Funding Source	Disbursement Schedule	
\$			

Date: 08192021

Attach supporting documentation or additional pages as needed