



# ON-SITE MINISTRY PLANNER

Date received by office: \_\_\_\_\_

Please be aware that filling out this form does not guarantee that your event will be approved.

## Event Information

Name of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Actual Event Time: Starts \_\_\_\_\_ Ends \_\_\_\_\_

Set-up to begin at what time: \_\_\_\_\_ Breakdown to end at what time: \_\_\_\_\_

Food served at the event:  None  Coffee and drinks  Snacks  Light meal  Full meal

Coffee Bar equipment will be used:  No  Yes

## Ministry Leader information

Leader Name: \_\_\_\_\_ Co-Leader Name: \_\_\_\_\_

Best Contact #: \_\_\_\_\_ Best Contact #: \_\_\_\_\_

Email: \_\_\_\_\_ Email: \_\_\_\_\_

## Standard Promotional Items *(For Sonrise Sponsored Ministries)*

*Will be promoted at least 2 weeks prior to event. Timing is determined by available space.*

- Weekly Bulletin & Monthly Calendar  Slide  Sign-up sheet  Online Registration  
*(See current Monthly for deadline submissions)*

## Promotional Information *(For Sonrise Sponsored Ministries)* **\*MUST be completed prior to form submission or form will not be processed.**

TEXT: (25 words or less. Please word it exactly as you would like it to appear in the bulletin and/or slide)\* \_\_\_\_\_

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

*(text may be edited due to space)*

CONTACT INFORMATION TO BE PUBLICIZED: (Leader or Co-leader name and phone # or email)\* \_\_\_\_\_

\_\_\_\_\_

## Rooms to be Used

- Foyer  Auditorium  Staff Lounge  Mini Cave  
 5 & 6<sup>th</sup> grade classroom  Children's Ministry Area, rooms: \_\_\_\_\_  
 Prayer room  Other: \_\_\_\_\_

**Tell us about your Event and Equipment needs:**

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**Financial Plan** *(For Sunrise Sponsored Ministries)*

Cost of Event \$ \_\_\_\_\_ Amount charged per person \$ \_\_\_\_\_

Is this a pre-approved budget item?  Yes  No

Attribute to: (Budget area & code) \_\_\_\_\_

**Additional Promotion** *(For Sunrise Sponsored Ministries)*

1/3 sheet flyer & Information Station promotion - \$25 Charge *(Availability dependant on space)*

Other - details: \_\_\_\_\_

**Additional Promotional Cost:** \$ \_\_\_\_\_ (Your ministry budget will be billed)

**Office use only**

Ministry Pastor Approval \_\_\_\_\_

Date \_\_\_\_\_

Event on church calendar \_\_\_\_\_

Date \_\_\_\_\_

Copy to:  Janitor  Office Manager  Ministry Pastor  Facility Manager

Receptionist  Database Administrator

Graphic Artist  Other \_\_\_\_\_

Date \_\_\_\_\_

**Notes:**

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