



**Program/Project Request Form**

Name/Title of Proposed Event:

Person in Charge:

Phone:

Email:

Proposed Date(s):

Time(s):

Preferred location & alternative if possible:

Brief description of activities:

Purpose:

Alignment with Mission - Is this event/program intended to help people come to know Christ, to grow in Christ, or to show Christ's love to others? How?

Intended/Target Audience (e.g. college age/young family/active retirees/etc.):

Intended Impact (e.g. members/non-members/churched/un-churched/etc.):

- Church Members:
  
- Non-members:

How will you follow-up with participants to maintain or establish ongoing contact or interaction with church programs/events, or continued spiritual growth?

What will the follow-up to the church about this program/event be? (e.g. how will you provide information to Administrative Board and Ministries Council and others about how many attended/participated [by age/target group]; how will you know if the intended impact was realized; etc.)

Explain where and how you will advertise/recruit for the event? (please also attach all announcements you will use for the church bulletin, flyer, etc. – both to advertise and to recruit volunteers/ donations as needed.)

- Workers:
  
- Participation:

Will this foster spiritual growth among staff/volunteers (if staff/volunteers are needed)? If so, how?

#### Resources Required

- Personnel/Staff:
  
- Volunteers:
  
- Time (how much – include any set-up and tear down times):
  
- Facilities – include any facilities that would be required (i.e. not be available for other purposes during this time – e.g. if doing a major performance in the sanctuary, you may need the Bride’s room for costume/set storage for multiple days; may need the kitchen blocked for multiple days for a one-day event; etc.):
  
- Materials (i.e. tables, chairs, sound equipment, media equipment, music stands, papers, books, etc.):
  
- Other (If arrangement of tables, chairs, and/or other equipment is needed, please use the space below or on back to draw a diagram of desired set-up):