

Temple of Restoration

Church of God in Christ

Pre-Event Worksheet

1. Event/Project:
2. Purpose of event, please explain:

Location Workshop:

Proposed Date of Event:
3. Contact person(s) :
4. Please provide a complete event budget that includes:

Food

Decorations

Advertisement

Guest Speaker(s)

Honorariums

Miscellaneous

Postage

Printing

Clean up, if janitorial services contracted

Estimated Cost _____

5. If the event is a fundraiser, what is your fundraising goal? What will be the cost for admission or tickets?
6. The Pastor must approve the program that is planned for the event.

Requested by: _____ Date _____

Approved by: _____
Pastor or his designee