



## MINISTRY BUDGET FORECAST

**Describe proposed project/event:** *(Remember that at least one event should be an outreach effort. Try something new.)*

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

**Name of Ministry Hosting Event:** \_\_\_\_\_

**Proposed Date:** \_\_\_\_\_ **Alternative Date:** \_\_\_\_\_

**Event Time (Start & End Times):** \_\_\_\_\_

One-time activity       Proposed annual event       On-going monthly activity

Other: \_\_\_\_\_

**Is this an approved calendar event for your ministry?** \_\_\_\_\_

**Purpose:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Theme/Scripture Reference, if applicable:** \_\_\_\_\_  
 \_\_\_\_\_

**This event will benefit Mount Bethel and or the community by:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Goal: as a result in attending this project/event individuals should better understand:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Target Audience**

- Children       Youth       18 – 25       26 – 35
- 36 - 45       46-55       Men       Women
- Partners       Guests       Other: \_\_\_\_\_

**We intend to impact the target audience/group by:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



Event Coordinator: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Event Coordinator Task(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Task(s) Deadline: \_\_\_\_\_

Event Speaker(s): \_\_\_\_\_

**IMPORTANT: DO NOT CONTACT SPEAKER BEFORE APPROVAL FROM SENIOR PASTOR**

**Dates For Plannings Meetings:** list all planning meeting dates for the event. Be sure that the building request forms are completed for each of your meetings and turned in to the office for approval.

Date of Meeting #1: \_\_\_\_\_  
Date of Meeting #2: \_\_\_\_\_  
Date of Meeting #3: \_\_\_\_\_

**CHILDCARE:**

Is childcare desired for the event? \_\_\_\_\_ Yes \_\_\_\_\_ No. If yes, what ages need care: \_\_\_\_\_  
How many children are expected? \_\_\_\_\_ Date Nursery Contacted: \_\_\_\_\_  
Did Nursery give approval? \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, the name of the Nursery Director giving approval: \_\_\_\_\_



**COMMITTEE CHAIRPERSON(S) SECTION:** This section will help with delegation. List the name(s) of the assigned person, the delegated task(s) and the deadline.

**Event Set-Up** Chairperson: \_\_\_\_\_

This person has been given the following task(s): \_\_\_\_\_

\_\_\_\_\_

The deadline for this task(s) is: \_\_\_\_\_

**Event Clean-Up** Chairperson: \_\_\_\_\_

This person has been given the following task(s): \_\_\_\_\_

\_\_\_\_\_

The deadline for this task(s) is: \_\_\_\_\_

**Registration** Chairperson: \_\_\_\_\_

This person has been given the following task(s): \_\_\_\_\_

\_\_\_\_\_

The deadline for this task(s) is: \_\_\_\_\_

**Publicity/Marketing** Chairperson: \_\_\_\_\_

This person has been given the following task(s): \_\_\_\_\_

\_\_\_\_\_

The deadline for this task(s) is: \_\_\_\_\_

**Food/Refreshments** Chairperson: \_\_\_\_\_

This person has been given the following task(s): \_\_\_\_\_

\_\_\_\_\_

The deadline for this task(s) is: \_\_\_\_\_

**Programs** Chairperson: \_\_\_\_\_

This person has been given the following task(s): \_\_\_\_\_

\_\_\_\_\_

The deadline for this task(s) is: \_\_\_\_\_



**Building Use Form(s)** Chairperson: \_\_\_\_\_

This person has been given the following task(s): \_\_\_\_\_

The deadline for this task(s) is: \_\_\_\_\_

**Check Request Form(s)** Chairperson: \_\_\_\_\_

This person has been given the following task(s): \_\_\_\_\_

The deadline for this task(s) is: \_\_\_\_\_

**Printing Request Form(s)** Chairperson: \_\_\_\_\_

This person has been given the following task(s): \_\_\_\_\_

The deadline for this task(s) is: \_\_\_\_\_

**Special Guest/Guest Speaker Host Person** Chairperson: \_\_\_\_\_

This person has been given the following task(s): \_\_\_\_\_

The deadline for this task(s) is: \_\_\_\_\_

**Other** Chairperson: \_\_\_\_\_

This person has been given the following task(s): \_\_\_\_\_

The deadline for this task(s) is: \_\_\_\_\_



**Total Budget Needed:** \_\_\_\_\_

**Which type best describes this type of project/event:**

- |                                      |                                       |                                   |
|--------------------------------------|---------------------------------------|-----------------------------------|
| <input type="checkbox"/> God-Centric | <input type="checkbox"/> Relationship | <input type="checkbox"/> Outreach |
| <input type="checkbox"/> Word of God | <input type="checkbox"/> Evangelistic |                                   |
| <input type="checkbox"/> Nurturing   | <input type="checkbox"/> Generosity   |                                   |

**How will this project/event embrace the vision of Mount Bethel? Plan of Action: How will this project/event's goals be achieved?** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_