

# UNITY FELLOWSHIP CHURCH OF BALTIMORE

## EVENT PROPOSAL

Name of Ministry Hosting Event: (include the name(s) of any outside groups you will be collaborating with):

Event name:

Date of Event:

Start Time:

End Time:

Point of Contact:

Phone number:

Email:

Purpose of event: (i.e. Talent show, dance, luncheon, etc.) (add additional sheet if necessary)

Location:

Will there be any fundraising associated with this event: Yes      No      (If yes, please describe)

Date of Fundraiser: \_\_\_\_\_

Amount Expected to Raise: \_\_\_\_\_

Guest Speaker's name and organization, if applicable: (attach a copy of credentials)

Set up/Clean up team names:

Will the kitchen be used for this event: Yes \_\_\_\_\_ No \_\_\_\_\_

Will there be food server at this event: Yes \_\_\_\_\_ No \_\_\_\_\_

List of all the food that will be served and the person(s) or company preparing the food:

**Please attach the following information:**

1. Proposed budget
2. All contracts or agreements
3. List of all food that will be served and the person(s) or company preparing the food
4. Advertising (announcement, flyers, tickets, etc.)
5. Insure that proper contact information appears on all announcements and flyers

(Direct all questions regarding this application process to a member of the UFCB Board of Trustees)

We, the organizers of the above-mentioned event, agree to the following rules of UFCB:

1. Doing any and all set-up and clean-up which includes but is not limited to vacuuming, cleaning the restroom, and cleaning kitchen. In the event that the clean up following the event is not done, we agree to be held responsible and agree to the payment of \$200.00 to pay for cleaning.
2. Any and all advertising using the church's name must receive prior approval and review from the administering bodies of UFCB.

We understand that on approval of the proposed event that any changes to the scope of the event must receive prior approval from the Board of Trustees of UFCB.

\_\_\_\_\_  
Signature of Ministry President

\_\_\_\_\_  
Date

# PROPOSED BUDGET

Total Amount of Seed Money Requested \$ \_\_\_\_\_

Item	Cost	Description
Food	\$	
Decorations	\$	
Advertising	\$	
Space Rental	\$	
Transportation	\$	
Supplies	\$	
Other	\$	

Proposed amount of revenue from event \$ \_\_\_\_\_ Description: (i.e. 25 tickets @ \$10.00)

**DO NOT WRITE BELOW THIS LINE**

Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ (if disapproved, list reason below)

Board Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Trustee Assigned: \_\_\_\_\_

Date Received: \_\_\_\_\_ Date Returned: \_\_\_\_\_