

Project / Event Submission Form

Your Project can be submitted at any time and should be submitted as early as possible for proper planning. All projects should be submitted at least 30 to 45 days for MINIMAL planning to take place, but submit your projects a year in advance to ensure proper planning, meetings and scheduling. Help with understanding this form is on the second page.

Date: ____/____/____

Project / Event Title: _____

Sponsoring Department: _____

Leader for Event: _____

Team Needed: _____

Team Members: _____

Dates of Planning Meetings: _____

Objective: _____

Target Audience: _____

Awareness Plan: _____

Event Date(s): _____

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Location of this event: _____

Budget Needed: _____

What will constitute this event a success?: _____

Office Use

Event Date is available: Yes No, an alternative date could be: ____/____/____

Event form reviewed and ready to go to Pastor

Event Reviewed by Pastor

Event Approved: Yes No, please address the following issues / concerns and re-submit the plan:

Project / Event Submission Form

Please use this sheet to help answer any questions you might have on the use of this form. If you have any further questions, feel free to email your question to Helps@gloryland-church.com. Thank you!

Date - today's date, the date you are submitting this form to be reviewed.

Project / Event Title - what is this event to be called? This is how it will be announced and advertised.

Sponsoring Department – what department at Gloryland Church will be sponsoring this event?

Leader for Event - who will be in charge, coordinate and be responsible for this event and all planning?

Team Needed - how many people do you need on your project team to pull this event off?

Team Members - who do you, or would you like to have, on the team with you?

Dates of Planning Meetings - when do you plan to meet with your team to prepare for this event? List all dates known.

Objective - what are you proposing to do and what is the purpose of doing this?

Target Audience - who is going to benefit from this event? How and why?

Awareness Plan - how do you want to advertise this event?

Event Date(s) - what dates will this even be?

Where will this be held - where is your event going to be held? Do you have all the facilities you need?

Budget Needed - travel, materials, advertising, food, lodging, etc... What expenses need to be planned for? And, how do you plan to get the funding?

What will constitute the event a success - how are you going to declare this event a success? What will you use to decide if you want to do this again?



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