

MOUNT PISGAH MBC

Event/Activities Approval Form

Description: The purpose of this form is to ensure that the pastor has cleared any event/activity that is hosted in the name of any MPMBC ministry/auxiliary onsite or offsite. If funds are requested, a copy of this form must be attached to the funds request form. The expectation is for ministries to stay within allotted budget approved during church conference. The pastor and trustees will discuss any exceptions. No event should be put on the calendar or funds made available without proper approval.

Date Submitted _____ Proposed Date of Event/Activity _____

Ministry _____ Ministry Leader/Rep _____

Event/Activity _____

Brief Description of Event/Activity

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Complete only what applies below:

Which facility _____ Set-up Need ____? Audio/Visual Needed? ____?

Is travel involved? _____ Church Van? _____ Chartered Bus? _____

Outside organization(s) involved _____

If food is involved, who will cater/prepare? _____

Speaker(s)? _____ use back if needed

Associated costs:

Materials (t-shirts, pens, programs, etc.)	
Food	
Transportation	
Deposit if applicable	
Other (write in)	
Total	

Pastor's Signature

Date

For pastor, trustee, or treasurer's use

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