



## Project / Event Proposal

Ministry Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Date: \_\_\_\_\_

**Any alterations after approval will require resubmission.**

Event/Project Proposed Name (Use the same name on your Work Order):

Event/Project Description (Please attach additional sheet if necessary): **\*Please provide as many details as possible\***

Location – Place name, room name, address?

Event Day: S M T W T F S (Circle One)

Actual Event Time: \_\_\_\_\_

Event Month, Date and Year: \_\_\_\_\_

Set-up Time: \_\_\_\_\_ Take-down Time: \_\_\_\_\_

Cost/Fee - How to get tickets?

Who should attend/participate (include mindset and age range)?

What does an attendee have to do or bring?

Why should someone want to attend? What will an attendee think or feel after the event/project is completed?

Additional information (Food/drinks, Presentation speakers, who has Protecting God's Children, who's kitchen certified (certificate needed)):

Space/ furniture/set-up needed (Please include Work Order):

Budget / Event Cost / Funding

How can Communications help? Please contact Pam Angelus (815-436-2651, x849) at least 8 weeks prior to the event to ensure a complete publicity program.

**Proposals are DUE BY FRIDAY FOR REVIEW AT EARLIEST POSSIBLE DATE**

Please forward this proposal to Laura Van Ham, Ministries Coordinator, for review by staff. You will be notified of the results. For more information, email Laura at [lvham@smip.org](mailto:lvham@smip.org) or call at 815-436-2651, x 887. Once this proposal is approved you may not change any information without the consent of Laura Van Ham. You may need to resubmit your proposal for major changes.

REVISED: 7/29/15