



Event Proposal

Contact Name: _____

Contact Phone: _____

Contact Email: _____

Date: _____

Please forward this completed proposal to Laura Van Ham, Ministries Coordinator, for review by the pastor and staff. Following staff consideration, this proposal may also be reviewed by the Parish Pastoral Council. You will be notified of the results within 30 days. For more information, contact Laura at lvaham@smip.org or 815-436-2651, x 887.

Event Name: _____

Ministry or Group Sponsoring Event: _____

Event Description (Be sure to include the names of any guest speakers or groups involved and topics of presentation, if applicable. You may also add a sheet, if necessary.):

❖ Who would be invited to participate/attend? _____

❖ Is there a cost to attend? ☐ Yes ☐ No

○ If yes, what is the cost per attendee? _____

○ What is provided to an attendee for the cost? _____

❖ Is the proposed event a fundraiser? ☐ Yes ☐ No

○ If a fundraiser, to what or whom are proceeds being allocated? _____

❖ Will you be soliciting local sponsors for financial support or prizes? ☐ Yes ☐ No

❖ Will tickets be sold ahead of time or at the door? _____

○ If sold ahead of time, will you need online ordering set up through OSV? ☐ Yes ☐ No

▪ If yes, a staff member from the parish office will help to set up the site.

❖ Is a special set up required beyond tables and chairs? ☐ Yes ☐ No

○ If yes, please describe (Work Order would be required after approval): _____

❖ Proposed Date/s: _____



Event Proposal

Event Name: _____

Start Time: _____

End Time: _____

Set-Up Start Time: _____

Clean-Up End Time: _____

❖ Estimated # of attendees: _____

❖ Proposed Parish Room/Resource: _____

❖ Is food being served? ☐ Yes ☐ No

○ If yes, cooked on site or catered? _____

○ If catered, name of company: _____

○ Name of Attending Certified Kitchen Specialist: _____

❖ Budget (Use a separate sheet, if needed):

○ Revenue (Sources and estimated dollars generated from ticket sales, program advertising, etc.)

○ Expenses (Advertising, printing, purchases, rentals, professional services, refreshments, etc.)

❖ Volunteers (Use a separate sheet, if needed)

○ # Needed: _____

○ General Description of Duties (Soliciting, event preparation, set up, day of event, clean-up, etc.):

○ Will your ministry/group provide the volunteers or will help be solicited from the parish?

OFFICE USE ONLY

Reviewer's Questions: _____

Staff Review Date: _____ Approved: ☐ Yes ☐ No _____
(Reviewer's Initials)

PPC Review Date: _____ Approved: ☐ Yes ☐ No _____
(Reviewer's Initials)