



Concept Sheet

The Concept Sheet should be filled out if using church funds, church space or the church's name. **Must be completed at least 60 days prior to event.** Please give a detailed explanation, provide a program or order of service for your event and ensure all participants have been confirmed. If using funds, provide a detailed budget. All events must be approved by the Executive Minister.

Name of Ministry

"Event Name"

Date / Time of Event

Location of Event

Event Purpose: (WHY)

Event Description: (TYPE OF EVENT)

Event Objective: (WHAT DO YOU EXPECT WILL BE THE RESULT OF THIS EVENT)



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Sequence of Events: (i.e., registration, collecting, etc.) _____

Itemized Expenses: (EXPLAIN HOW THE REQUESTED FUNDS WILL BE USED) _____

Points of Contact: (WHAT INDIVIDUAL WILL BE CONTACTED IF NEEDED) _____

Recommendations / Preferences: _____

Projected Group Size: _____

Please indicate if you will need these services:

TABLES: (round/quantity) _____ (rectangle/quantity) _____

MEDIA: MICS _____ VIDEO _____ CD PLAYER _____

GRAPHIC DEVELOPMENT: FLYER _____ OTHER _____

Please Submit 60 Days Prior to Event

Email completed form to receptionist@ourtbc.org

Revised 01/19