

Event Planning Guide & Expense Request

Submitted by: _____
Date: _____

FUNDING POLICY:

Prior to booking an event, submit to the church office for Finance Ministry Team approval, this completed form along with a copy of the written communication that will be given to attendees. (Keep in mind the Finance Team meets on the 3rd Thursday of each month.) The written communication should include general event information, event dates, event location, total cost of event per person, deposit requirements, payment schedule if established, refund policies, and the date the final payment is due. Deposits must be collected for all spots requested no later than 7 days prior to the deposit payment deadline set by the event. The Finance Ministry Team reserves the right to cancel all spots for which a deposit has not been collected. The final balance due must be submitted in full to the church office for deposit no later than 14 days prior to the event's due date.

GENERAL EVENT INFORMATION

Name of event: _____ Location of event: _____

Purpose of event: _____

Date of event: _____ thru _____

Number of spots requested: _____
(Of these spots, how many will be paid for by MRBC for sponsors and/or scholarships? _____ Is this budgeted? _____)

COST INFORMATION

PER EVENT (actual cost charged by event):

Total Cost per person: \$ _____

Deposit amount required per person \$ _____

Date deposit is required: _____ Is deposit refundable? Yes No If yes, before what date? _____

Date final payment is due: _____

Refund policy & dates:

PER MRBC (actual cost charged to attendees by MRBC):

Total Cost per person: \$ _____ (use worksheet on reverse to calculate)

Deposit amount required per person \$ _____

Date deposit is required: _____ Is deposit refundable? Yes No If yes, before what date? _____

Date final payment is due: _____

Is there a payment schedule and if so, please describe:

Refund policy & dates:

OTHER EVENT ASSOCIATED COSTS:

Please list all other expenses that will be required for this event including but not limited to: cost for sponsors, scholarships, transportation, and petty cash.

Expense Description	Amount	Budgeted?	If No, how will this be funded?

Please attach any additional information you would like to include.

PER PERSON COST CALCULATION WORKSHEET

EXAMPLE



Event expense:

Total number of people attending: (including sponsors which may be paid for by the church)	_____		20
Total cost per person charged by event:	X _____	X	300.00
<i>Total Event expense:</i>			6,000.00

Associated expense(s):

Total Transportation expense:	_____		500.00
Sponsor cost: (if paid for by the church) (_____ sponsors @ \$_____ per sponsor)	_____		2,400.00
Additional Sponsor expense: (meals, etc.)	_____		160.00
Approximate Scholarship expense:	_____		600.00
Other: (include as much detail as possible)	_____		100.00
_____	_____		_____
_____	_____		_____
_____	_____		_____
_____	_____		_____
<i>Total Associated expense(s):</i>			3,760.00
<i>Total of Event and Associated expense:</i>			9,760.00

Amount of Budget funds to be applied: (requires Finance Team pre-approval)	- _____		- (1,000.00)
Amount of Designated* funds to be applied:	- _____		- _____
<i>Adjusted Total of Event and Associated expense:</i>			8,760.00

Number of paying attendees _____ 15

<p>Divide Adjusted Total by the number of paying attendees to determine Per Person Cost (This becomes the Total Cost per person per MRBC on reverse side)</p>	<p>584.00</p>
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*Fundraisers may only be included if they have already been completed and collected.