EVENT PROPOSAL FORM FOR NEW SONG SPONSORED EVENTS/PROJECTS

1. Complete the 6-point Ministry Proposal and submit it to the church office 6 weeks prior to the event. It will be given to the Senior Pastor for approval. If this Event or Project is outside of New Song Bible Fellowship Church, a **Letter of Invitation** needs to come from the Guest, Church, Country or Host Ministry Leader. The **Letter of Invitation** must accompany this 6-point ministry proposal. Additionaly, include the Event Budget Worksheet with this 6-point ministry proposal.
2. After approval has been granted, an **Event Approval & Planning Form** must be completed and submitted for Senior Pastor approval;
3. All Members and Ministry Leaders are required to adhere to these guidelines.

6 POINT MINISTRY PROPOSAL

WHO: _____

WHAT: _____

WHEN: _____

WHERE: _____

WHY: _____

Estimated Cost? _____

_____ _____

Member or Ministry Leader Date

For Office Use Only

(Comments, reason for disapproval, etc.) ☐ Approved ☐ Disapproved *(Give reason)*

_____

_____

_____ _____

Signature (Senior Pastor) Date