

Initial Event Request Form

All coordinators must first receive approval from Pastor Ellen for all proposed events to be held at COFBC. Following that approval, this Initial Event Request Form must be submitted to the Church Administrator at least 90 days before the proposed event. Once this sheet has been signed, event planning may move forward.



Name of event: _____

Name of ministry: _____

Proposed date: _____

Proposed venue/room: _____

Proposed amount: _____

Proposed breakdown of expenses:

Item	Estimated cost (90 days prior)

Notes concerning this event or proposed budget: _____

Ministry Coordinator: _____ Date: _____

Senior Pastor: _____ Date: _____

Dr. Nicolas Ellen

Church Administrator: _____ Date: _____

Dr. Venessa Ellen