

**RHEMA CHRISTIAN CENTER**  
**Event Proposal Form**

**Part I: Event Information**

Ministry: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Person Requesting \_\_\_\_\_ Phone # \_\_\_\_\_

**Part II: Proposed Event Budget**

**Revenues Anticipated**

- |                       |          |
|-----------------------|----------|
| 1.) Registration Fees | \$ _____ |
| 2.) Offerings         | _____    |
| 3.) Sales             | _____    |
| 4.) _____             | _____    |
| 5.) _____             | _____    |

**(A) Total Revenues:** \$ \_\_\_\_\_

**Expenses**

- |                               |          |
|-------------------------------|----------|
| 1.) Honorariums (attach list) | \$ _____ |
| 2.) Lodging for Speakers      | _____    |
| 3.) Transportation            | _____    |
| 4.) Printing                  | _____    |
| 5.) Food                      | _____    |
| 6.) Other                     | _____    |

**(B) Total Expenses:** \$ \_\_\_\_\_

**Excess (Deficit)** \$ \_\_\_\_\_  
**(A) – (B)**

**Part III: Project Approval**

**Pastor / Ministry Oversight:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**VP Finance:** \_\_\_\_\_ **Date:** \_\_\_\_\_