

BELIN MEMORIAL UNITED METHODIST CHURCH SPONSORED
FUND RAISING EVENT PLANNING FORM

In order to ensure that special events run smoothly, please complete the event form below and submit a copy to the Finance Team at least ten (10) weeks prior to the event.

Fundraising events must have Finance Team approval.

Date Form Submitted: _____

Finance Team Approved (date) _____

Name of Sponsoring Group:

Type of Event and Purpose:

Date and Time of Event:

Contact Person and How to Contact:

Space/Room needed:

Number of People Expected:

Special Needs:

If applicable, where will tickets/items/goods be sold?

Person(s) in Charge of Set Up (tables, decorations, etc.):

Person(s) in Charge of Clean Up:

Person(s) in Charge Day of Event:

Person(s) in Charge of Supplies:

How will funds be controlled?

Supplies Needed (paper products, tablecloths, decorations, microphones, projector, etc. please list):

Location of the Event (If on the Belin Campus, with whom was coordination made):

We realize not all events will fit this form. Please feel free to use the back of this form to add more detail.