

Greater Mount Sinai COGIC Event Authorization Request Form

Date:

Auxiliary President / Event Leader:

Auxiliary Treasurer:

Estimated Total Budget Cost: \$###.##

(If you are not sure at this time, please provide a range)

Auxiliary Support – Are you using existing funds from your auxiliary account for this event? Y / N / NA
If yes, how much? \$_____

Event Date:

Confirm Available Dates?

Event Description:

Itemized Cost Estimate:

- Food and Beverage Minimum (if applicable) = ###?
- Deposit Due = \$? at signing of the contract.

<i>Itemized</i>	(SAMPLE ITEMS – if applicable)	Charge Rate?
Room Rental		
Table, Chairs & Linen		
Initial Room Set-up & Tear-down		
Food / Catering		
Speaker / Guest Fees ****(Please provide contract draft includes Terms & Conditions)		
Airline Fees		
Misc. Vendor Fees		
Printing / Copying		
Cleaning Fees (non-service day – approx. \$75		
Other		
Total		\$\$\$\$\$\$

Event Outcome (select one):

- Breakeven (event purpose is to support ministry outreach, church programs, etc.)
- Auxiliary Fundraiser (proceeds will be utilized to support on-going auxiliary expenses)
- Church Fundraiser (proceeds will be utilized to support on-going church expenses.)

Avenue for Revenue (select all that apply)

How will you generate revenue for this event? (e.g. planned fundraising, ticket sales, donations, etc.)

- Planned Fundraising
- Ticket Sales
- Donations
- Other (_____)

For ticket sale events, what are your assumptions on the amount of tickets needed to be sold to support your event outcome?

Please answer the following:

- What auxiliaries / people do you need to support your event: (ex. Deacons, A/V, Office (Printing / Copying))
 - Name 1
 - Name 2
 - Name 3
 - Etc.
- Have your dates been reviewed by the Church Event Coordinator? **Yes / No**
If no, please contact Trustee Board Member, Evangelist Rugenia Davis, 414-759-5420 to discuss your proposed dates.
- Has your budget been reviewed by Controller? **Yes / No**
If no, please contact Controller, Deacon Sheldon Cuffie (sc74@att.net) to setup phone call to review your budget.
- Has this event been reviewed and approved by GMS Trustee Board? **Yes / No**
If no, please contact Trustee Board Secretary, Mother Mary Hall (amaryhall@sbcglobal.net) to submit your paperwork for review at the next board meeting.

Please adhere to the steps provided above and provide enough lead time to review your request. Events will not receive funding until the appropriate reviews and approvals have been completed.

Thank you in advance for being good stewards of the ministry.