

**Hope United Methodist Church  
Event/Activity Planning Summary**

*Purpose: An event/activity planning summary must be prepared for ALL events/activities requiring disbursement of church funds. This form should be submitted for review/approval in advance of any church funds commitment in any form, ie, contractual agreement or cash.*

**Any event/activity requiring a contract agreement must be approved by Finance and/or Trustees.**  
Is a contract agreement required? Yes \_\_\_\_\_ (attach contract) No \_\_\_\_\_

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

Event/Activity Date(s): \_\_\_\_\_

Event/Activity Name: \_\_\_\_\_

Planned # of Participants: \_\_\_\_\_

Desired Room Location: \_\_\_\_\_ (ie, Fellowship Hall, Gym)

**Planned Income:**

Source	Ticket Sales/Qty.	x	Price Each \$	\$	_____
Source	_____			\$	_____
Source	_____			\$	_____
Source	_____			\$	_____

**Total Cash Receipts** \$

**Planned Expenses:**

Item #1	_____	\$	_____
Item #2	_____	\$	_____
Item #3	_____	\$	_____
Item #4	_____	\$	_____
Item #5	_____	\$	_____

**Total Cash Disbursements** \$

**Net Cash Receipts / (Disbursements)** \$ \_\_\_\_\_

Chair/Co-Chair: \_\_\_\_\_ Date \_\_\_\_\_

Clergy Advisor: \_\_\_\_\_ Date \_\_\_\_\_

Finance \_\_\_\_\_ Date \_\_\_\_\_

Communications Director \_\_\_\_\_ Date \_\_\_\_\_

**Copy of document must be provided to Council on Ministries**

Note: Attach second form if needed.

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