

Fundraiser Request Form

Title of Fundraising Event _____

Requestor _____ Date _____

Contact Number: _____ Email _____

Ministry Affiliation _____ Position: _____

Detail Description of Fundraising Event: _____

Date of Event: _____

Internal or External Event? _____

Location or venue (address): _____

External Contract Required (Y/N) _____ (Please provide copy)

Expected Number of Attendees:

Food Permit Required (Y/N) _____

Person to Acquire Permit _____

Expected Gross Proceeds _____

(Need to submit itemized budget with expenditures. Attach to request form.)

Advertisement (Y/N) _____. (Please provide details and sample if event is an external event)

Food and Beverages Details _____

Approvals and Dates

Rev. Michael Ajewole, MSP
Pastor

Donald Moran
Chairman, Finance Council