

# EBC MEMPHIS PLANNING AGREEMENT

DATE	TIME	SUBMITTED TO
SIGNATURE SPONSOR		EBC OFFICIAL

SPONSOR OR RESPONSIBLE MINISTRY LEADER	DATE OF THE EVENT	LOCATION OF EVENT	IS THIS A FUNDRAISER: <input type="checkbox"/> YES <input type="checkbox"/> NO
IS THIS A NEW FUNDRAISER <input type="checkbox"/> YES <input type="checkbox"/> NO	BEGINNING TIME OF EVENT	ENDING TIME	OUTSIDE OR INSIDE EVENT

SUMMARY OF DETAILS FOR THE EVENT

EXPECTED GOALS

PREVIOUS EXPECTED GOALS

FINANCIAL GOAL EXPECTATION	ATTENDANCE GOAL EXPECTATIONS	AMOUNT REQUESTED IN ADVANCE FOR EVENT \$ CURRENT \$ _____ PREVIOUS \$ _____
EVENT HISTORY (IF PREVIOUSLY HELD)		AMOUNT FOR: <input type="checkbox"/> DEPOSIT <input type="checkbox"/> ENTERTAINMENT <input type="checkbox"/> _____ <input type="checkbox"/> FOOD <input type="checkbox"/> EQUIPMENT <input type="checkbox"/> _____ <input type="checkbox"/> SPEAKER <input type="checkbox"/> ADVERTISEMENT <input type="checkbox"/> _____
FINANCIAL GOAL MET OR EXCEEDED <input type="checkbox"/> YES <input type="checkbox"/> NO	ATTENDANCE MET OR EXCEEDED <input type="checkbox"/> YES <input type="checkbox"/> NO	ANY COMPETING EVENTS <input type="checkbox"/> YES <input type="checkbox"/> NO
WEATHER CONDITIONS FAVORABLE <input type="checkbox"/> YES <input type="checkbox"/> NO	VOLUNTEER EXPECTATIONS MET <input type="checkbox"/> YES <input type="checkbox"/> NO	UNEXPECTED OCCURRENCES <input type="checkbox"/> YES <input type="checkbox"/> NO
LOCATION OF EVENT	PREVIOUS SPONSOR OR MINISTRY LEADER	

SPECIAL EVENT INSTRUCTIONS

SPACE REQUIRED

SANCTUARY	FELLOWSHIP	CLASS ROOM A	CLASSROOM B	BACKSTAGE (L)	BACKSTAGE (R)	KITCHEN	2ND FLOOR
<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO

SPECIAL NOTES IF ANY "YES" ABOVE

### SPECIAL PLANNING PLEDGE AND AGREEMENT

By signing below, I agree to follow all EBC Ministry policies and procedures as outlined in this agreement. I understand that no change(s) can be made altered or re-delegated once this form has been signed without written permission. I further understand that No oral or verbal promise are apart of this agreement. I understand that any willful or misleading information or facts deemed detrimental to the sacred integrity of EBC Memphis may be grounds for immediate expulsion from ALL future events whether sponsor or for personal needs.

### SECTION BELOW MUST BE SIGNED NOT PRINTED BY ALL PARTIES

SIGNATURE SOUND PERSONNEL	SIGNATURE KEY HOLDER	SIGNATURE CLEAN UP	SIGNATURE FINANCIAL SECRETARY
DATE	DATE	DATE	DATE
PRINT NAME	PRINT NAME	PRINT NAME	PRINT NAME
PHONE	PHONE	PHONE	PHONE
EMAIL	EMAIL	EMAIL	EMAIL

SIGNATURE SECURITY	OTHER _____	OTHER _____	OTHER _____
DATE	DATE	DATE	DATE
PRINT NAME	PRINT NAME	PRINT NAME	PRINT NAME
PHONE	PHONE	PHONE	PHONE
EMAIL	EMAIL	EMAIL	EMAIL

SIGNATURE SENIOR PASTOR	SIGNATURE CHIEF OF STAFF	SIGNATURE EVENT COORDINATOR	SIGNATURE ADMIN TO PASTOR
DATE	DATE	DATE	DATE
PHONE	PHONE	PHONE	PHONE
EMAIL	EMAIL	EMAIL	EMAIL

COMPTROLLER AUDIT REPORT  
AUDIT PASSED  YES  NO DETAILS

### EXIT MEETING ATTENDEES, RESULTS AND EXPECTATIONS

DATE: / / 20 TIME: \_\_\_\_\_

1)	2)	3)	4)	5)	6)	7)	8)
<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
DISCUSSION DETAILS							LETTER GRADE <input type="checkbox"/> A, B, C, D