

EMBC, INC PLANNING AND EVENT FORM
(No event shall be held or planned without this form)

Event Coordinator: <i>one name only</i>			Purpose of Event. Was this event done before; explain: Date event will be held _____		
Ministry Sponsoring					
Name of Event:			<i>List all guest and members participating with verified phone and email addresses:</i>		
Budget: Upfront cost \$_____ Due to Make \$_____			NAME	PHONE	EMAIL
Explain overall budget and breakdown all cost			_____	_____	_____
			_____	_____	_____
			_____	_____	_____
Provide all names of members who will be responsible for the following:			_____	_____	_____
			Additional names may be added to back. Any name not provided will not be allowed to perform.		
Responsibility	Member Name	Initials	Was it successful? Yes or No; Explain (Provide all relevant dates, times and information:		
Opening and Securing door			What will be needed for event; including but not limited to building locations etc.		
Sound and Video			Is this event for <i>personal or church</i> related:		
Collecting funds					
Security			Write (BRIEF) Sunday Announcement of the event:		
Hospitality					
Lights					
Other					
PRE-Event Planning Breakdown: Date _____ Time _____			POST-Event Planning Meeting:		
			Weather conditions: _____ Date _____ Time _____		
PRE-Attendance			POST-Attendance		
PRE-Finances			POST-Finances		
PRE-Analysis			POST-Analysis		
Comments:			Comments:		
Signature: _____			Signature: _____		
Date: _____			Date: _____		
OFFICE USE ONLY:	APPROVED	APPROVED WITH CONDITIONS	DENIED	UNDER REVIEW	
DATE APPROVED FOR:			EVENT EXIT INTERVIEW DATE:		
SPECIAL CONDITIONS OR CIRCUMSTANCE FOR EVENT OR REASON FOR DENIAL:					
<p>I _____ understand that I/we must abide by this planning form in its entirety and I/we cannot deviate from it in any manner without written permission. I further understand and agree any verbal or oral agreements will not be deemed valid, and I/we will be responsible for any changes that affect this binding agreement in any way financial or ethically. I realize that all funds raise in accordance with the EMBC, Inc by-laws authorize EMBC, Inc and their representatives to audit any event and its fiancé at any time without question or reason. SIGNATURE _____ DATE _____</p>					
EMBC, Inc Representative _____		Date _____		Executive Administrator _____	
				Date _____	