



## MINISTRY SCHEDULE OF EVENTS AND BUDGET REQUEST– 2023

**(THIS FORM MUST BE COMPLETED AND RETURNED TO THE CHURCH OFFICE BY NOVEMBER 1, 2022)**

**EPM FORMS MUST BE SUBMITTED 60 DAYS IN ADVANCE FOR ALL SCHEDULED EVENTS TO BE PLACED ON CALENDAR**

MINISTRY: \_\_\_\_\_ MINISTRY LEADER: \_\_\_\_\_

CONTACT PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

MEETING/REHEARSAL DAY(S) AND TIME: \_\_\_\_\_ NUMBER OF MEMBERS: \_\_\_\_\_

### LIST SPECIAL EVENTS BELOW

DATE OF EVENT	NAME OF EVENT (AS IT IS TO APPEAR ON CALENDAR)	PURPOSE AND DESIRED OUTCOME* (SPIRITUAL, RECREATIONAL, SPECIAL WORSHIP, ETC)	START TIME	END TIME	LOCATION OF EVENT SHADYSIDE GALILEE SOUTH OFFSITE	CHURCH FUNDED OR MINISTRY FUNDED	ESTIMATED COST OF EVENT (IF APPLICABLE)	ESTIMATED PROCEEDS (IF APPLICABLE)

\*Purpose and Desired Outcome Explanation: \_\_\_\_\_

Received By (Church Office Staff): \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE COMPLETE AND EMAIL TO: [jclay@galileenow.tv](mailto:jclay@galileenow.tv)**