



# NEW MINISTRY / EVENT PROPOSAL

**Please note:**

**-Limitless Church has precedence of schedule; weekly/reoccurring events may be canceled if the Church has need of the facility (we will provide at least 2 weeks notice in the event of cancelation and you will have an option to reschedule.)**

**-Limitless Church Outpost is designated for ministry purposes and is not a community event center. For events that fall outside the scope of ministry, please understand that approval will be based on the discretion of the church elders.**

**-Please understand that Limitless Church is not able to host political events.**

**Key Contacts:**

What is your name; who is submitting this request? \_\_\_\_\_

Who is your ministry co-leader? \_\_\_\_\_

Who is your core team? \_\_\_\_\_

Who is your Church Leadership Contact? \_\_\_\_\_

**Ministry/Event Vision:**

Is this being put on by Limitless Church only? YES \_\_\_\_ NO \_\_\_\_

One time event or regularly occurring? One Time Event \_\_\_\_ Recurring \_\_\_\_

If recurring, frequency/schedule: \_\_\_\_\_

Collaboration? YES \_\_\_\_ NO \_\_\_\_ Who with? \_\_\_\_\_

What is the vision for this ministry/event in 25 words or less?

Who is the target? (all that apply) church \_\_\_\_ community \_\_\_\_ men \_\_\_\_ women \_\_\_\_ girls \_\_\_\_ boys \_\_\_\_

What do you hope to accomplish? \_\_\_\_\_

What makes this ministry/event desirable to attend? \_\_\_\_\_

What would you consider a win? \_\_\_\_\_

What is the mountain top view of this event? (75 words or less)

*Should be inspiring, informative and pique peoples interest.*

*(This will be used to announce your event on social media and from pulpit, so take time to do it well.)*

## How Does it fit

The vision for Limitless Church? (*"To make disciples of Jesus at home so we can witness Christ to the World."*)

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Who is Jesus?

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Explain the Gospel in your own words:

## Budget: Time, Talent, Treasure?

How much time is this going to take to execute well? (timeline) \_\_\_\_\_

What specialty people will we need? (outside speakers, etc.) \_\_\_\_\_

What resources are needed to conduct this Ministry/Event?

*Please submit a proposed budget to ministry head for review.*

Will you charge people to participate in event? If so, how much? \_\_\_\_\_

## Building the event:

What dates are you requesting? \_\_\_\_\_

What times are you requesting? \_\_\_\_\_

How much time is required? *Setup* \_\_\_\_\_ *min*; *Event* \_\_\_\_\_ *min*; *Cleanup* \_\_\_\_\_ *min*; *TOTAL* \_\_\_\_\_ *min*

Rooms Requested:(all that apply) Main Room \_\_\_\_ Kitchen \_\_\_\_ Room 1 (Kid's) \_\_\_\_ Room 2 \_\_\_\_

Event Type: Public \_\_\_\_ Limitless Only \_\_\_\_

Have you checked the church calendar?(on website and Church Center app) YES \_\_\_\_ NO \_\_\_\_

Have you checked local community calendars for conflicting dates? YES \_\_\_\_ NO \_\_\_\_

Is this too close to holidays or vacation times? YES \_\_\_\_ NO \_\_\_\_ N/A \_\_\_\_

Who do we need to pull this off? \_\_\_\_\_

Set a meeting date with right people

*Look at resources you need and develop a list of people to meet those needs.*

*Delegate duties*

*Set dates for future meetings*

Does this need to be a church event? YES \_\_\_\_ NO \_\_\_\_ MAYBE \_\_\_\_

Could it be done through a Church Group? YES \_\_\_\_ NO \_\_\_\_ MAYBE \_\_\_\_

What space/facility do you need? Outpost \_\_\_\_ Becker Auditorium \_\_\_\_ Other: \_\_\_\_\_

Do you need liability insurance for ministry/event? \_\_\_\_\_

Do you need permissions slips (for youth)? \_\_\_\_\_

## What resources are needed?

### **Video**

Recording? YES NO

Copies available? YES NO How Many? \_\_\_\_\_

Posted online? YES NO

### **Audio**

Recording? YES NO

Copies available? YES NO How Many? \_\_\_\_\_

Posted online? YES NO

Mics? YES NO

### **Teaching Materials**

Books? YES NO How Many? \_\_\_\_\_

Title/Author: \_\_\_\_\_

**Tables / Table Cloths** YES NO How Many? \_\_\_\_\_

**Chairs** YES NO How Many? \_\_\_\_\_

**Food** YES NO

### **Additional Resources Needed:**

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### **Advertisement**

What kind of advertising is needed?

Facebook \_\_\_\_ Church Announcements \_\_\_\_ Flyers \_\_\_\_ Word-of-mouth \_\_\_\_ Newspaper \_\_\_\_

Additional advertising:

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How are you handling sign-ups? \_\_\_\_\_

How are you collecting funds? (if applicable) \_\_\_\_\_

## Ministry Recap:

Please schedule a meeting with your core team within 1 week after your event to review the following:

*What went well?*

*What could have been better?*

*What blindsided us?*

*Would you do this event again?*

*How did you come out on your budget?*

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## Contact Info:

Date Submitted \_\_\_\_\_ Phone Number \_\_\_\_\_

Main Contact Person \_\_\_\_\_

Email \_\_\_\_\_