



DEPARTMENT EVENT / CALENDAR PLANNING & BUDGET REQUEST FORM

Ministry or Department _____ Year **2024**

<u>Event / Items / Activity</u>	<u>Requested Date(s)</u>	<u>Spent Last Year</u>	<u>Amount Requested</u>
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
Total Amount		\$ _____	\$ _____

Requested by _____ Contact Information _____
Department Leader *Department Leader Cell Number*

Department Team and Planning Committee Members _____

Department evangelism (soul-winning) goal _____

Department evangelism plan(s) _____

Department Wish List (if I had all of the budget funding I could have, what would I do?) _____

Please complete and return by **October 21, 2023**

Please feel free to attach documents or use the reverse side of this sheet for further details on plans schedules and dates. Thank you.