Event Name:

Purpose:

Goals:

Church Support needed:

* Facilities support
	+ Which campuses and rooms you will need
* Production support
	+ Video
* Communications support
	+ Email Communication (What type of email communication do you want? How often? Targeted audience or general audience?)
	+ Social Media Communication (Be specific about what you want and how often)
	+ Printed Communication (Who will make it? Who will print it?)
	+ Signage (Who will design, order, pay for?)

BUDGET

| Description | Quantity | Unit Price | Cost |
| --- | --- | --- | --- |
| Banners |  | $‎ | $‎ 0 |
| T-shirts |  | $‎ | $‎ 0 |
| Cardstock for handouts |  | $‎ | $‎ 0 |
|  |  |  |  |
| Total |  |  | **$‎ 0** |