**Logo, company name

Description automatically generatedMinistry Event Proposal**

***Submit this event proposal & budget to your Ministry Coordinator for approval at least 90 days in***

***advance. Once approved by the Ministry Coordinator, submit the event proposal and budget to***

***Bishop Debnam via Deaconess Robbin Brown (***[***rebrown@msbcministries.org***](mailto:rebrown@msbcministries.org)***) for approval. The***

***Ministry Coordinator and Ministry Leader will be notified by Deaconess Robbin Brown of the event***

***status within 2-3 weeks of receiving the proposal. Once the event is approved, Deaconess Robbin***

***Brown will add it to the church’s calendar.***

**Ministry Name:**

**Ministry Event:**

**Event Date & Time:**

**Description of the Event & Targeted Audience:**

**Theme:**

**Location of Event:**

**Type of Event (indoor, outdoor, virtual, hybrid):**

**Speakers Needed? If so, for what & how long? Please do not contact them:**

**Food/Refreshments (if applicable):**

**Registration Required?**

**Any commemorative items being requested? If so, what?**

**Other Comments:**

***Submit a completed Budget using the Budget Template along with this proposal.***