

**SAINT JOHN BAPTIST CHURCH BUDGET REQUEST  
PROGRAM, WORKSHOP, RETREAT OR ACTIVITY**

(Please use this form if you are planning an activity. Supplies such as church supplies, etc. should use the Supplies budget form)

**Name of Ministry/Board:**

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**Type of Event:** (one form per event i.e. Revival is one event but Family night is a separate event each time it is to be held)

**Special Workshop Service** (Anniversaries, Homecoming, Youth Day, etc.)

**Class/Workshop/Retreat** (Vacation Bible School, Workshops, etc.)

**Fellowship/Social/Community Event** (Picnic, Community Day, Youth Outings, etc.)

**Proposed Date and time:** (if the date is undecided, please indicate month you are targeting)

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**What aspect of the church's goals are supported with your event?**

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**Select One –**

**Open Event** – Targeted members of the church and community will be invited.

**Closed Event** – Only members of the church or ministry will be invited.

**Church-wide Event** – Entire Church and community will be involved.

**Provide a brief description of the event including the schedule of activities, speakers, and type of refreshments, if applicable.**

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**Proposed program expenses – Budget Request:**

**Speaker fee(s)** \$ \_\_\_\_\_

**Musician fee(s)** \$ \_\_\_\_\_

**Food** \$ \_\_\_\_\_

**Flowers & Decorations** \$ \_\_\_\_\_

**Administrative Costs** \$ \_\_\_\_\_

**Other (please explain)** \$ \_\_\_\_\_

**Total Amount Request for Budget** \$ \_\_\_\_\_

**Will this event generate any revenue?** \_\_\_\_\_

**Point of Contact:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Office in Ministry:** \_\_\_\_\_

**Please attach any estimates, quotes or pictures with prices or other documentation to support budget request.**

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For Office Use Only:

Date Received: \_\_\_\_\_

Approved by Budget Committee: \_\_\_\_\_

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_