

# Leroy Community Chapel Event Planning Form



**Ministry Event Planned:** \_\_\_\_\_

**Event Objective:** \_\_\_\_\_

**Date of Event:** \_\_\_\_\_ **ACCT:** \_\_\_\_\_

**COORDINATOR (S) OF EVENT:** \_\_\_\_\_

**EVENT LOCATION COSTS:**

<i>Expense Description:</i>	<i>Budget Amount</i>
<b>Total Location:</b>	\$ -

**EVENT FOOD COSTS:**

<i>Expense Description:</i>	<i>Budget Amount</i>
<b>Total Food:</b>	\$ -

**EVENT TECHNICAL COSTS:**

<i>Expense Description:</i>	<i>Budget Amount</i>
<b>Total Tech:</b>	\$ -

**MISCELLANEOUS COSTS:**

<i>Expense Description:</i>	<i>Budget Amount</i>
<b>Total MISC:</b>	\$ -

**TOTAL BUDGET:** \$ -