GOLDENGATE
MISSIONARY BAPTIST CHURCH

ANNUAL MINISTRY EVENT & BUDGET PLANNING FORM

Complete one form per ministry. Add additional pages if needed.

MINISTRY INFORMATION

Ministry Name: _____

Leader Name: _____

Email: _____

Phone: _____

Year Planning For: _____

ANNUAL EVENT PLAN

List each planned event below.

Event Name	Preferred Date(s)	Est. Attendance	Room/Space	Est. Budget ($)	Notes

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Event Name	Preferred Date(s)	Est. Attendance	Room/Space	Est. Budget ($)	Notes

BUDGET SUMMARY

Total Estimated Annual Budget ($): _____

Will any events require deposits or advances? ☐ Yes ☐ No

Funding Source: ☐ Ministry Budget ☐ Fundraiser ☐ Special Request ☐ Other

APPROVALS

Ministry Leader Signature: _____

Date: _____

Admin Approval: _____

Date: _____