

Ministry Coordination Sheet

Event Idea:

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OVERVIEW: (details of event, and who is the target audience, i.e., age, gender, etc.).

EQUIPMENT/SUPPLIES NEEDED: (list all costs for purchase, rental, clean-up, etc.)

EQUIPMENT/SUPPLIES	Vendor	Cost
TOTAL COSTS		\$

MINISTRY SUPPORT REQUIREMENTS (list other ministry areas needed to support this outreach event/activity)

MINISTRY	SUPPORT REQUIRED

ADDITIONAL STAFFING REQUIREMENTS (what additional volunteers are required for the success of this activity/event other than above?)

TYPE	REQUIREMENT

SPECIAL INSTRUCTIONS/REQUIREMENTS (list special forms, waivers, permissions, etc.).

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