

# Willits SDA Projects, Programs, or Supported Events

Submit this information at least **TWO MONTHS** prior to the event. Complete the information sheet to provide the Finance Committee and/or Church Board with the information to make an informed decision, information necessary to secure appropriate insurance coverage, and funding. If you need more room, please use another sheet of paper.

**Title/Event, Program or Project Name:** \_\_\_\_\_

**Today's Date:** \_\_\_\_\_ **Certificate of Insurance Request to Treasurer 4 weeks or earlier** \_\_\_\_

**Event or Program Location:** \_\_\_\_\_ **Site Rental:** \_\_\_\_\_

**Dates From** \_\_\_\_\_ **to** \_\_\_\_\_ **Event Times From** \_\_\_\_\_ **to** \_\_\_\_\_

**Materials: (Please Bring documentation**

**Estimated Cost:**


**Material Total:** \_\_\_\_\_

**Advertising:**

Newspaper Ads \_\_\_\_\_ Posters \_\_\_\_\_ Flyers \_\_\_\_\_ Mailings \_\_\_\_\_

Other \_\_\_\_\_ Advertising Total: \_\_\_\_\_

**Speaker:     # Days \_\_\_\_\_**

Speaker Fee: \_\_\_\_\_ Traveling/ Mileage: \_\_\_\_\_ Per diem: Food/Lodging: \_\_\_\_\_

