



Bethany Baptist Church

2587 Campostella Road Chesapeake, VA 23324

Phone: (757)543-5887 Fax: (757) 543-4460

H. Patrick Cason, Pastor



CONCEPT SHEET

All Ministries should submit a Concept Sheet for all events. Concept sheets should be submitted for approval **60 days** prior to the event. Failure to submit **60 days** prior may result in the event not being approved.

Names of Ministry: _____

Event Name: _____

Event Date: _____ **Time:** _____

Event Purpose: (Why is your ministry hosting this event/activity?)

Event Description: _____

Event Sequence: (Order of service or order of activities)

Is your ministry requesting church funds to support this event?

Yes _____ No _____

If yes, amount requested \$ _____

Date funds required: _____

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If your ministry is requesting church funds for this event, the attached Itemized Expense Form **MUST** be completed.

Will your ministry sell tickets for this event? Yes _____ No _____

If yes, please indicate the ticket cost \$ _____

Will your event require catering from the BBC Catering Staff? Yes _____ No _____

If no, please indicate the caterer's name: _____

Will your ministry require the use of church transportation for this event?

Yes _____ No _____

If yes, has a Transportation Request Form been completed?

Yes _____ No _____

Ministry Points of Contact: (Name and phone number)

List any special requirements and/or preferences: _____

Please attach a rough draft of the order of service. Final order of service/program should be submitted **45 days prior to the event.**

****Any changes that occur to the original Concept Sheet MUST resubmitted for approval****

Approved By: _____

Date: _____

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FOR OFFICE USE ONLY:

Funds Received: Weekly:

All Monies should be turned in to the Finance Committee after Sunday services

DATE	TICKETS SOLD	AMOUNT	RECEIVED BY

Total Funds Received: \$ _____

Less: Total Expenses \$ _____

Event Profit or Loss \$ _____

Event Final Settlement:

Total Value of Unsold Tickets : \$ _____

Total Revenue Received : \$ _____