

# St. Mark's Episcopal Church

1430 Park Avenue, Plainfield NJ 07076  
Office: 908-754-9483 Fax: 908-754-3723  
Email: [stmarksplainfield@gmail.com](mailto:stmarksplainfield@gmail.com)  
[www.stmarksplainfield.org](http://www.stmarksplainfield.org)

## PROPOSAL FOR ST. MARKS EVENT

Project: \_\_\_\_\_ Sponsoring Committee: \_\_\_\_\_

Project Description: \_\_\_\_\_

Contact Person(s): \_\_\_\_\_

Project Goal(s): \_\_\_\_\_

Start/End Dates: \_\_\_\_\_ Start/End Time: \_\_\_\_\_ Setup to cleanup time: \_\_\_\_\_

Location: **St. Mark's** \_\_\_\_\_  
(List rooms needed)

**Other** \_\_\_\_\_

Project presented to Rector/Vestry: **YES** **NO** Known calendar conflicts? **YES** \_\_\_\_\_ **NO**  
(What does it conflict with?)

Current planning stage (circle one): **Information gathering** **Planning underway** **Ready to implement**

### FOR EVENTS

Purpose of Event: (Circle all that apply)

**Worship** **Religious Education** **Outreach/Service to community** **Fundraiser** **Fellowship** **Education**

Intended participant: (Circle one)

**Church members only** **Church family & friends** **Open to public (limited)** **Open to public (unlimited)**

Number of people expected: \_\_\_\_\_ Ticket/Registration cost (if applicable): \_\_\_\_\_

### SERVICES & FACILITIES

What church support will you need (e.g. Office staff to manage RSVPs, facilities setup): \_\_\_\_\_

Which other church groups/organizations need to be notified: (Circle all that apply)

**Ushers** **Hospitality** **Building & Grounds** **Advertising** **Worship** **Other** \_\_\_\_\_

Are you planning to recruit volunteers from the church? **YES** **NO** If YES, how many? \_\_\_\_\_

What services do you need volunteers to perform: \_\_\_\_\_

Will food be served? **YES** **NO** Food vendors engaged? **YES** **NO**

What church facilities are needed? \_\_\_\_\_

Will additional facilities need to be rented or purchased? **YES** \_\_\_\_\_ **NO**

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What forms of advertising would you like to have? (Circle all that apply)

<b>Bulletin notice</b>	<b>Bulletin insert</b>	<b>Congregational mailing</b>	<b>Website</b>	<b>Lawn sign</b>
<b>Newspapers</b>	<b>Cable TV</b>	<b>Neighborhood businesses</b>	<b>Radio</b>	

## FUNDING AND FINANCIAL PLANNING

Funding from Church requested: **YES** **NO** If YES, estimate of funds needed: \_\_\_\_\_

What are funds needed for? \_\_\_\_\_ When are funds needed? \_\_\_\_\_

Do you expect to recuperate cost? **YES** **NO** Projected net gain (if applicable): \_\_\_\_\_

Are funds being raised for a specific church project or organization? **YES** \_\_\_\_\_ **NO**

*\*\* Please attach a preliminary budget for this project. \*\**

## **COMPLETED FORMS MUST BE SUBMITTED TO:**

**Mr. Elvis Belle**  
**St. Mark's Facilities Committee Chair**

Completed forms can also sent by  
Email to: [bellevonel@verizon.net](mailto:bellevonel@verizon.net)  
Fax: 908-754-3723