

Annunciation Greek Orthodox Church
Event Proposal/Treasury or Reimbursement Form

Date Submitted:

Event Coordinator:

Phone:

E mail:

Overview of Event

Proposed Date and Time:

Location:

Details/Goals for this Event:

Specifications/Treasury Needs

What will you need for the proposed event?

Is there any cost to AGOC?

If there is a cost, will you be covering it or asking treasurer for budgeted funds? Approximate amount \$_____event will cost.

Funds being requested \$_____. Is this reimbursement? Yes/No

Where will funds raised be allocated?

Signature of Requested/Coordinator _____Date_____

(Place this form in Parish Council mailbox please)

Signature of PC Member/Liaison to Ministry _____Date_____

Approved: Yes/No Date:_____

Not Approved and explanation:

Once approved, please put on the calendar to secure event time and location. It could take up to a week for events/checks to be approved. Thank you.