



**Cathedral of Praise International Ministries**  
*Bishop Craig W. Johnson, Visionary/Senior Pastor*  
**SPECIAL EVENT BUDGET REQUEST FORM**



**\*\*\*MUST BE ATTACHED TO SPECIAL EVENT REQUEST FORM\*\*\***  
*(REQUIRED FOR EVENTS OVER \$500.00)*

Event Title:	Hosting Ministry:
Event Date:	Contact Person:
Total Requested Budget Amount: \$	Date Form Submitted:

**\*\*NOTE: Anticipated Revenue MUST BE completed in order for your Special Event Form to be reviewed. If zero revenue is anticipated, please note such.\*\***

<b>ANTICIPATED REVENUE: (Be sure to list all sources of income)</b>		
Item:	Amount:	Actual: (FOR OFFICE USE)
Offering	\$	\$
Event Admission/Donations	\$	\$
Product Sales	\$	\$
In-Kind Donations	\$	\$
Other Revenue (_____)	\$	\$
<b>GRAND TOTAL:</b>	<b>\$</b>	<b>\$</b>

<b>ANTICIPATED EXPENSES:</b>		
Item:	Amount:	Actual: (FOR OFFICE USE)
Advertising (Newspaper, TV, Radio, Eblast)	\$	\$
Audio Technician	\$	\$
Decorations	\$	\$
Deposits (_____)	\$	\$
Facility Rental Fees	\$	\$
Equipment Rental (Sound System, etc.)	\$	\$
Food/Catering Cost	\$	\$
Gifts/Prizes (Baskets/Gift Cards, etc.)	\$	\$
Honorarium (Speaker)	\$	\$
Honorarium (Music Guest/Musicians)	\$	\$
Hotel Expense	\$	\$
Miscellaneous Supplies (_____)	\$	\$
Per Diem/Petty Cash	\$	\$
Rental Car	\$	\$
Travel Cost (Flight)	\$	\$
Other:	\$	\$
Other:	\$	\$
<b>GRAND TOTAL:</b>	<b>\$</b>	<b>\$</b>