



EVENT PLANNING GUIDE (EPG)

Sponsor's Name: _____

Chairperson's Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Business Phone: _____ Cell #: _____

The Purpose of This Guide: Ella's Light Children's Ministry wants to ensure the success of all fundraiser events on behalf of the ministry. The Board of Directors requests that the first seven questions of the guide be answered and submitted to the Board for approval and/or recommendation prior to the event. The board requests that all events chairmen answer the last three questions upon completion of the event in order to assist others in planning future events.