

PROJECT PLANNING WORKSHEET

Event/Project Title: _____

Date: _____ Person Responsible: _____

Location: _____ Projected Attendance _____

Are you using funds from your ministry? Yes _____ No _____

If yes, amount \$ _____

Actions	Start Up	Revenue	Expenses	Balance
Start up monies from Ministry				
Revenues anticipated				
• Offering				
• Sales				
• Contributions				
• Other				
Expenses anticipated				
• Honorarium/love off.				
• Meals				
• Lodging				
• Travel expenses				
• Flyers				
• Tickets				
• Advertising				
• Equipment rentals				
• Other				
TOTAL	+	+	-	=

Note: (If expenses are coming out of a fund which Ministry is paying for them?)

1. _____ 2. _____ 3. _____