



# MINISTRY INITIATIVE PLANNING

MINISTRY: \_\_\_\_\_

COORDINATOR: \_\_\_\_\_

DATE: \_\_\_\_\_

PROJECT/ EVENT	PERSON RESPONSIBLE	TIME FRAME	FUNDING SOURCE(S)	PROPOSED LOCATION	LOGISTICAL NEEDS	STATUS / COMPLETION DATE

\*\* REMINDER : REQUISITION OF FUNDS SHOULD BE SUBMITTED THROUGH THE BUSINESS OFFICE A MINIMUM OF TWO WEEKS PRIOR TO EVENT.