



Valley Vineyard Christian Fellowship, 6642 Reseda Blvd, Reseda, Ca 91335

### Event Information Sheet

**Please keep a copy and place original in Leroy's Box and a copy in Grace's Box**

Ministry Name \_\_\_\_\_

Leaders Name \_\_\_\_\_

Event Name \_\_\_\_\_

Date(s) of Event \_\_\_\_\_

Place of Event \_\_\_\_\_

Goal of Event \_\_\_\_\_

\_\_\_\_\_

### Cost Breakdown

Food Cost \_\_\_\_\_

Room Rental fee \_\_\_\_\_ (if event is held someplace other than the Vineyard, if event is at Vineyard don't forget to fill out a Building use form)

Speaker Cost \_\_\_\_\_ (include any transportation, lodging or meals)

Advertising Cost \_\_\_\_\_

Material Cost \_\_\_\_\_ (i.e. Folders, hand outs, etc.)

Printing Cost \_\_\_\_\_ (Please be aware the Valley Vineyard has extensive print equipment available to help with this need.)

Misc. Cost \_\_\_\_\_ (List each item and please attach any bids)  
(i.e. Decorations, tables or chairs etc.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Total for Event \_\_\_\_\_

Office use only

Date

Approved by

\_\_\_\_\_

\_\_\_\_\_