

# **Allegheny East Conference YOUTH & CHILDREN MINISTRIES**

## **EVENT PROPOSALS**

1. All events by Ministries, Area Ministries or Federation must be approved by the YCM department and ADCOM. Submitting a calendar of events does not mean that the events are approved.
2. An event proposal form must be completed along with the event budget must be submitted to the YCM department.
3. Recommended submission time frame is 3 months in advance. This is to ensure that everything is covered before submitting to ADCOM and that any contracts or insurances that must be obtain is done before the event.
4. Once the event has been approved by ADCOM, YCM will communicate with the coordinators. This information will then be shared in the area meeting and with the Liaison so that he/she can share the information with the Area Ministerium. Advertising can then begin.
5. If finances are involved, the agreed procedure will then be followed.