Word of Life Temple, Inc. – A Keep it R.E.A.L Ministry

Bishop Dr. James O. Cunningham, Founder/Pastor Emeritus Bishop Arthur Tripp, Senior Pastor/President & CEO

Marian Fisher, Church Secretary

Arthur L. Tripp, President/CEO Brittani Pair, Executive Secretary Anthony Freeman Sr., Board Member Marquis Woodland, Board Member



Henry Linder, Vice President
Darrel Fisher, Executive Treasurer/CFO
Jamie Cunningham, Board Member

Budget Request Form - Due by 8/31/2025

1. Requestor & Ministry Area

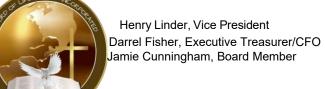
	o Name:		
	o Role:		
	 Ministry/Auxilia 	nry:	
2.	Event Overview		
	Event Title:		
	Event Date(s):		
	 Location/Venue 	e:	
	 Audience & Ex 	pected Attendance:	· · · · · · · · · · · · · · · · · · ·
3.	Purpose & Goals		
	 Brief Description 		
		WOLT Mission	
1		e/Rebuild):	_
4.	Detailed Budget		
	Category	Description/Purpose	Estimated Cost
	Venue & Setup	e.g., Chairs, tables, AV rental	\$
	Supplies & Materials	Crafts, teaching tools, giveaways	\$
	Food/Beverages	Snacks, water, hospitality funds	\$
	Marketing/Promo	Flyers, banners, online advertising	\$
	Team/Volunteer Costs	Training, honoraria, transportation	\$
	Decorations	Theme designs, signage, stage setup	\$
	Miscellaneous	Permit fees, contingency funds (10%)	\$
	Total Estimated Budge	t	\$
5.	Funding Source		
	_	n Church Budget: □ Yes □ No	
		ding (grants, sponsorships, donatio	ns):
	5 7 Talanti Giri Giri		,.
3.	Timeline & Payment S	Schedule	
	 Request Subm 	ission Date: / /	
	 Funds Needed 	By://	
	 Vendors Order 	ission Date: / / By: / / ed By: / /	
7.	Approval & Accounta	bility	
	 Approved By: _ 	/al: / / (Pastor/Fi	nance Lead)
	 Date of Approv 	/al://	
	 Funds Release 	ed://	
	 Post-Event Re 	port Due: / /	4
	 Attach Receipt 	s & Summary of Expenses Post-Ev	rent

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Word of Life Temple Inc. Post-Event Report Template [Due 14 Days Post Event]

EVENT OVERVIEW			
Event Title:	· · · · · · · · · · · · · · · · · · ·		
Date(s) Held:			
Location:			
Ministry/Auxiliary:			
Submitted By:			
Submitted By://			
PURPOSE & GOALS			
Briefly restate the event's purpose: >			
Intended Outcome(s): - [] Spiritual Growth - [] Fellowship/Unity - [] Outreach - [] Fundraising - [] Leadership Development - [] Other:			
ATTENDANCE & PARTICIPATION Group Expected Adults Youth/Teens Children Guests/Visitors Volunteers/Staff	Actual	Notes	
HIGHLIGHTS & TESTIMONIES Key Takeaways:			
>			
BUDGET & EXPENSES Category Budgeted Venue/Setup Supplies/Materials Food/Beverages Marketing Honoraria/Travel Decorations Miscellaneous	Actual Spent	Notes	

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Marquis Woodland, Board Membe	er	
Total		
MEDIA & PROMOTION		
Photos/Videos Attached? ☐ Yo	es □ No	
Social Media Posts Made? ☐ ` - Tag/Link:		
Post-Event Thank You Sent? [□ Yes □ No	
EVALUATION & FEEDBACK		
What went well?		
>		
What challenges were faced?		
>		
What would you improve next	time?	
>		
Do you recommend this event	again? □ Yes □ No □ With C	Changes
FOLLOW-UP ACTIONS		
Task	Person Responsible	Due Date