

## Initiation Phase Work Sheet

In the **Initiation** stage of planning an event the ministry will evaluate how the proposed event lines up with the win statement of East Hill Church -Creating Passionate Hearted Disciples (PHD). Then identify who the sponsoring pastor is along with the event manager. The ministry will then identify the event steak holders and there responsibilities, an event win statement, determine the project limitations and financial requirements. Finally, attach the initiation phase worksheet in EMS with the reservation.

### Event Master Information

Event Name	<input type="text"/>	Reservation ID Number	<input type="text"/>
PRT Member	<input type="text"/>	Reservationists	<input type="text"/>
Event Leader	<input type="text"/>	Canceled By	<input type="text"/>
Reason for Cancellation	<input type="text"/>		

### Define Event and Scope of Event

The Win Statement for this Event

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Identify your Stakeholders'

(who will be affected by this event other departments, staff members, volunteers)

.....

Steak Holders Matrix

(Who is responsible for what and by when)

.....

## Project Limitations

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## Budget

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Income		Expenses	
Category	Amount	Category	Amount
TOTAL		TOTAL	