

## Event Procedure

Proposed Procedure for Handling Church Events:

1. All events held in the name of the Ascension Chinese church or at the Ascension Chinese church's property must be approved by the Ascension Chinese church Parish council.
2. An event organizer must submit a proposal document written in English to the Parish council President- at least 45 days prior to the event date.
  - a. The proposal must describe in detail the nature and purpose of the event as well as the date, time, and location of the event, as well as the use of any church facilities. The proposal must include contact information of the event organizer, including name, phone number, and email address.
  - b. The proposal must include an estimated budget for the event. This must include any projected expenditure and revenue. The proposal must clearly state whether monetary subsidies are requested from the Parish. Furthermore, the proposal must clearly state to what organization will generated monetary income be directed.
  - c. If ticket sale prior to the event is required, the proposal must describe the ticket sale plan in detail, including date, time and location of ticket sale, price of, ticket, etc.
  - d. If advertising prior to the event is required, the proposal must describe the advertising plan in detail, including what form of advertisement will be announced or posted where and when.
  - e. A proposal must be reviewed by the Parish council at the first monthly Parish council meeting following the submission of the proposal. Parish council meetings are typically but not necessarily held on the last Sunday of each month. It is the responsibility of the event organizer to submit a proposal sufficiently in advance of the event date.
3. The Parish council must decide to approve, approve with conditions, or disapprove a proposal.
  - a. The Parish council President will inform the event organizer of the decision within one week after the proposal is reviewed. In the case where the decision is to approve with conditions, the Parish council President will inform the event organizers of the conditions in writing via email.
  - b. The event organizer must adhere to the approved proposal and the additional approval conditions set by the Parish council.
4. Tickets for an approved event must clearly state to which organization will the monetary proceeds be directed.
5. If the monetary proceeds and losses of an approved event will be directed to the Parish, then:
  - a. All revenue must be submitted to the Parish council Finance Committee Chairman.

b. All expenditures must be documented by valid receipts, and the Parish Council Finance Committee Chairman will issue reimbursements to the event organizer.

c. To reduce the accounting and financial overhead, an event organizer should accumulate receipts and request reimbursements in aggregates.