



FIRST MISSIONARY BAPTIST CHURCH

EVENT PLANNING GUIDE

MINISTRY:

CONTACT PERSON(S):

PHONE:

EMAIL:

EVENT:

EVENT DATE:

START TIME:

END TIME:

EVENT LOCATION:

PURPOSE:

DEBRIEFING DATE:

Copy of Event Planning Guide needs to be given to Church Administrator when completed.

Completed by initials: _____ Date received: _____ Administrator: _____



ADDITIONAL NOTES:

EARLIEST POSSIBLE ACCESS TO SET UP:

ROOM SET-UP:

EVENT DETAILS:



FIRST MISSIONARY
BAPTIST CHURCH

PROPOSED BUDGET:

EXPENSES:	PROJECTED AMOUNT
AV	
AWARDS	
DECORATIONS	
MARKETING	
MEAL	
SPEAKER/FACILITATOR HONORARIUM	
SUPPLIES	
MISCELLANEOUS	
TICKET PRINTING/DESIGNING	
SUB-TOTAL	
COST PER PARTICIPANT	

REVENUE	
PARTICIPATIONS FEES	
PROGRAM REVENUE	
OTHER	
FUNDRAISING	
SUB-TOTAL	

NET SURPLUS/DEFICIT	
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TRANSPORTATION:

WILL VAN SERVICE NEED TO BE PROVIDED?

DRIVER/CONTACT PERSON:

PHONE:

CONFIRMED TRANSPORTATION:

DATE: INITIALS:

EVENT:



CATEGORY	ACTION ITEM	ASSIGNED	DUE	✓
ATTENDANCE/REGISTRATION LIST:				
BUDGET:				
VOLUNTEERS/CHAPERONES:				
COORDINATION WITH OTHER MINISTRIES				
FACILITATORS/GUEST SPEAKERS:				
MARKETING/MAILINGS				
MEALS:				
PRESENTERS:				
CHECK REQUESTS				
FACILITY REQUEST:				



FIRST MISSIONARY BAPTIST CHURCH EVENT ACTION PLAN

OBJECTIVES/ACTIVITIES	DATES	PERSON(S) INVOLVED	PROJECTED EXPENSE	PRODUCTS/ RESULTS	MEASURE(S) OF SUCCESS
120 DAYS OUT (4 MONTHS) START PLANNING FOR EVENT (i.e., Facilitator/Guest Speaker Contacted Marketing/Tickets Ordered, Permits requested)					
90 DAYS OUT (3 MONTHS) SUBMIT INTERNAL REQUEST FORMS (i.e., Facility Request Form)					
60 DAYS OUT (2 MONTHS) KITCHEN LEADERS NOTIFIED OF MEAL TRANSPORTATION LEADERS NOTIFIED					
30 DAYS OUT (1 MONTH) CHECK REQUESTS SUBMITTED SUBMIT COMPLETED EVENT PLANNING GUIDE					

EVENT POINT PERSON: _____

