Event Title:_____

Event Date: _____

FIRST MISSIONARY
BAPTIST CHURCH

MINISTRY EVENT PLANNING FORM

This Ministry Event Planning Form is designed to assist Ministry Leaders and other designees in the efficient and effective planning of all ministry events. Please use this form at the start of all planning and carefully follow each step from team selection, budgeting, programming and facility planning to publicity, food service, follow up and evaluation.

Authorized Use Only

Senior Pastor Authorization: _____

Date: _____

Revised June 2023

Event Title:_____ Ministry Oversight Team: _____

Date:_____ Start Time: _____ End Time:_____

Location:_____ Projected Attendance:_____

Purpose: _____

Team Leader _____ Contact Phone Number _____

Date of initial meeting with Senior Pastor: _____

I. INITIAL PLANNING STEPS	√	Comments
Select Team Members		
Identify Event Stewart (See Chairman of Trustees)		
Schedule Event Team Meetings (Contact Church Office)		
Schedule Initial Meeting with Pastor (Contact Church Office)		
Schedule Follow Up Meeting		
Select Sub Team Leaders		

SUB-TEAM LEADERS

Budget _____ _____
Name Phone Number

Programming_____ _____
Name Phone Number

Logistics and Facilities_____ _____
Name Phone Number

Publicity and Promotion_____ _____
Name Phone Number

Hospitality/Food Service_____ _____
Name Phone Number

Other (Specify Team) _____ _____
Name Phone Number

II. BUDGET

BUDGET (Contact Chairman of Trustees)

Amount budgeted for this event $_____

Total Revenues Anticipated $_____

Total Expenses $_____

Contracts needed? Yes No (If yes, give contract to the Trustee ministry to review, approve and sign.)

EXPENSES (honorariums, food, lodging, transportation, materials, printing, sponsors, etc.)

Vendor	Purpose	Amount	Deposit Required
_____	_____	$_____	Yes No
_____	_____	$_____	Yes No
_____	_____	$_____	Yes No
_____	_____	$_____	Yes No
_____	_____	$_____	Yes No

III. PROGRAMMING	√	Comments
Select and invite Master of Ceremonies / Worship Leader		
Submit special music requests (Contact Director of Worship)		
Contact and confirm program participants		
Discuss time limitation with all participants		
Determine printing needs		
Submit Project Request Form(s) for all printing needs (Contact Church Office)		
Secure Event Evaluation Form (Contact Church Office)		
Event theme and scripture_____		
Other _____		

IV. LOGISTICS AND FACILITIES	√	Comments
Schedule room location		
Determine room setup and configuration (Contact Director of Facilities)		
Set up signage (Contact Church Office)		
Determine audio/visual needs (Contact Director of Service Ministries)		
Coordinate pickup and/or delivery of rented equipment		
Coordinate setup/breakdown team		
Other_____		

V. PUBLICITY AND PROMOTIONS	√	Comments
All information must be approved by the Church Office prior to public distribution		
Determine promotional needs and prepare promotional plan		
Promotion Plans (card, letters, newsletter, bulletin, Sunday AM announcement, website, newspaper, etc)		
I. _____		
II. _____		
III. _____		
IV. _____		
Determine printing needs		
Submit project request for printing needs		
Determine and schedule mailing needs (all mailings must sent 3 weeks prior to event)		
Request approval of promotional plan (Contact Church Office)		
Information given to witnessing team		
Prepare key details for press release (if needed)		
Other_____		

VI. HOSPITALITY AND FOOD SERVICE		Comments	√
Submit food service requests (Contact Director of Service Ministries)			
Coordinate volunteers for serving/hospitality (Contact Director of Service Ministries)			
Establish clean up team			
Coordinate transportation needs			
Determine need for greeters (and number needed)			
Determine needs for host/hostess for guest speaker/preacher			
Determine if flowers are needed (Contact Decoration Committee)			
Other_____			

**Food Service costs will be charged to the requesting Ministry's budget*

OTHER SPECIAL NEEDS

If minors involved, parental consent received (best practice – parental consent form) ☐

Determine accommodations for the disabled

Special Food Needs (i.e. Dietary) ☐

Arrange for Special Guest Parking ☐

Other_____ ☐

FOLLOW UP

Schedule closeout meeting ☐

Special thank you notes written ☐

Special commitments and promises followed up ☐

Cost analysis completed (projected vs. actual costs) ☐

Other_____ ☐

EVALUATION

Were all five-ministry purposes met (Worship, Instructions, Fellowship, Evangelism, and Service)?

SUGGESTIONS FOR NEXT EVENT

Initial Review _____ _____
Signature Date

Final Review _____ _____
Signature Date