

Sample Event Planning Guide

Event Audience:

Event Date:

Event Purpose:

How does this event fit into the ministry vision?

What elements are vital to make this event effective?

What parallel events are happening in the life of the church or next generation ministry?

Event Checklist

- Dates confirmed
- Location confirmed
- Clarify equipment needs
- Clarify food needs
- Staff needs
 - Delegated staff assignments
 - Select and invite guest speakers and bands
- Publicity
 - Decide upon theme/title
 - Prepare graphic design
 - Prepare promotional material
 - Decide promotional methods (email/social media/mail out)
 - Add to website
- Facility Needs
 - Worship space decided
 - Small group space decided
 - Kitchen
 - Nursery
 - Fellowship hall
- Program preparation
 - Emcee needed
 - A/V equipment and staff
 - Event registration set up

Sample Event Budget Worksheet

Arrangements

- Facilities _____
- Food _____
- Total _____

Hospitality

- Reception area _____
- Welcome packets _____
- Name tags _____
- Misc. Expense _____
- Total _____

Program

- Honorarium – Speaker _____
- Honorarium – Music _____
- Travel and lodging for guests _____
- A/V Costs _____
- Stage decorations _____
- Total _____

Printed materials

- Promotional handouts _____
- Postage _____
- Student booklets _____
- Leader booklets _____
- Total _____

Miscellaneous

- Childcare _____
- Receptionist during event _____
- Maintenance _____
- Total _____

Total Expenses _____

Event Income

- Attendees _____
- Scholarship Donations _____
- Ministry Budget Allocation _____

Total Income _____