



Ministry Event Planning Worksheet

Mission: We are a Christ-Centered church dedicated to winning the lost and building strong disciples of Jesus Christ. We exist to love and glorify God and to make known His love throughout the world.

Vision: To glorify God, reach the lost, equip the saints, edify the Body of Christ, and transform lives and community.

Instructions for Using this Form

1. Complete this form only for **annual day or churchwide** events or projects. You must answer each question.
2. Return the completed form by email to: CBC_Communications@comcast.net, not later than 6 months prior to the date of the event or project start date.

Name of Event or Project: _____

Host Ministry or Sponsor: _____

Chairperson/Coordinator: **Name:** _____

Phone: _____

Email: _____

Date of Event: _____

Time of Event: **Begin:** _____ **End:** _____

Set-up Date: _____

Set-up Time: **Begin:** _____ **End:** _____

Purpose of Event: _____

What is the goal and desired outcome? _____

How does the event relate to our mission and vision? _____

Who is the target audience? (circle all that apply)

Men	Junior High students	Youth (12-17 yrs.)
Women	Senior High students	Community
Adults (18 & up)	College students	Other
Families	Children (0-11 yrs.)	Other

Space required (circle all that apply)

Main Sanctuary	Kitchen	Outside, Pulaski Street
Lower Sanctuary	Lower Level Rooms	Offsite, specify:
Multi-Purpose Room	Outside, Baltimore Street	

Audio & video required (circle all that apply)

Hand microphone	CD player	Laptop
Corded microphone	TV / VCR / DVD	Audio system
Floor microphones	Computer / projector	Other

Multi-purpose Room set-up. (fill in the number amount of each and check all that apply)

No. of tables	Podium	Other
No. of chairs at each table	Flip chart	Other

Event Promotion (circle all that apply)

Church bulletin	Website	Newspaper
Church newsletter	Social media	Radio / TV
Brochures	Flyers	Invitations
Mail-outs	Other	Other

What is the budget dollar amount allocated for this event? \$ _____

Required approval signatures:

Approved

Not Approved

Church Administrator

Date

Comments: _____

Approved

Not Approved

Senior Pastor

Date

Comments: _____

Return all completed worksheets by email to: CBC_Communications@comcast.net. The Communications Office will:

1. Notify the event chairperson / coordinator.
2. Verify date reserved on the calendar, space availability, and budget allocation for approved events.
3. Forward information to the Trustee Office to contract offsite facilities and other contractors.
4. Notify all applicable ministries (custodians, security, music, culinary, media & IT, etc.) of the event date and time.

Communications Office actions completed by:	Name:	Date:
	_____	_____