

# **Love Fellowship Church of God in Christ**

## **Event Planning/Project Worksheet**



**Pastor: Damon D. Robinson**

## Love Fellowship Church of God in Christ Event Planning Routing Slip

We are proud to present the Planning Worksheet for The Love Fellowship Church Of God In Christ. This planning worksheet is designed to help our church in various ways. The more productive we are in the planning and development of our events will be evident in the quality of the entire process. This packet is due **four months prior to the event**. Please return all completed forms to the Event Coordinator or Ministry Leader.

	<b>YES</b>	<b>NO</b>
Event and Faculty Request Form	<input type="checkbox"/>	<input type="checkbox"/>

Date Submitted to Office: \_\_\_\_\_ Event Fee: \_\_\_\_\_

MINISTRY/EVENT TITLE: \_\_\_\_\_

Chairperson(s): \_\_\_\_\_

Contact Number(s): H \_\_\_\_\_ W \_\_\_\_\_ C \_\_\_\_\_

Email Address: \_\_\_\_\_

Committee members and responsibilities:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

## Love Fellowship Church of God in Christ Event Purpose, Goal and Mission

Proposed Dates for Event: (minimum of two dates required)

Preferred Date/Time: \_\_\_\_\_ Alternate Date/Time: \_\_\_\_\_

Location of Event: (please be specific) \_\_\_\_\_

<b>Approval- (<i>for office use only</i>)</b>	
Senior Pastor: _____	Chief Administrator : _____
Event Coordinator: _____	Amount Approved: _____

I. Event Rationale: Why should we conduct this ministry activity? (Please explain how this ministry event embraces the mission and vision of The Love Fellowship including biblical support.) If more space is required please attach documentation.

Theme: \_\_\_\_\_

Scripture Reference:

Purpose of Event: \_\_\_\_\_

II. Goal: *What is the expected result in facilitating this event?*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

III. Plan of Action: *How will the planned goal be achieved?*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

IV. Promotional Plan: *What form of marketing will be utilized for the church and community?*

- |   |   |                                       |
|---|---|---------------------------------------|
| <input type="checkbox"/> Church Bulletin/Happenings | <input type="checkbox"/> Screen Announcements | <input type="checkbox"/> Mass Mailing |
| <input type="checkbox"/> Calling Post               | <input type="checkbox"/> Radio                | <input type="checkbox"/> Newspaper    |
| <input type="checkbox"/> Pastoral Emphasis          | <input type="checkbox"/> Flyers/Print         | <input type="checkbox"/> Website      |

**Love Fellowship Church of God in Christ**  
**Event Suggested Speakers**

Suggested Guest Speakers/Ministers

(NOTE: Pastor must be notified of all guests speakers/ministers before any invitations.)

1. Name and Number: (Church and Pastor, if applicable)

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2. Name and Number: (Church and Pastor, if applicable)

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3. Name and Number: (Church and Pastor, if applicable)

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PLEASE PROVIDE BIOS AND PICTURES OF SUGGESTED GUEST  
SPEAKERS/MINISTERS IF AVAILABLE

Date Submitted: \_\_\_\_\_

## Ministry Event Budgeting Worksheet 1

**Department:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Name:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

*COST ESTIMATES: ESTIMATES TO REFLECT ACTUAL COST AS MUCH AS POSSIBLE.*

EVENT BUDGET:	Est. Costs	Actual Cost	Difference
<b><i>Transportation Cost(s):</i></b>			
Airfare	_____	_____	_____
Buses	_____	_____	_____
Limo	_____	_____	_____
Other	_____	_____	_____
<b>Category Total</b>			
<b><i>Lodging Cost:</i></b>			
Hotel	_____	_____	_____
Name:			
<b>Category Total</b>			
<b><i>Food Cost(s):</i></b>			
Breakfast	_____	_____	_____
Lunch	_____	_____	_____
Dinner	_____	_____	_____
Caterer	_____	_____	_____
Other/Beverages	_____	_____	_____
<b>Category Total</b>			
<b><i>Rental Cost(s):</i></b>			
Location			
Name:			
Item 1	_____	_____	_____
Item 2	_____	_____	_____
Item 3	_____	_____	_____
<b>Category Total:</b>			
<b><i>Marketing Cost(s):</i></b>			
Printing	_____	_____	_____
Mailings	_____	_____	_____
Radio	_____	_____	_____
TV	_____	_____	_____
<b>Category Total:</b>			
<b><i>Supplies:</i></b>			
Item	_____	_____	_____
Item	_____	_____	_____
Item	_____	_____	_____
Item	_____	_____	_____
<b>Category Total</b>			

## Ministry Event Budgeting Worksheet 2

EVENT BUDGET:	Est. Costs	Actual Cost	Difference
<b><i>Award/Recognition Cost:</i></b>			
Type	_____	_____	_____
Type	_____	_____	_____
<b>Category Total:</b>	_____	_____	_____
<b><i>Special Cost(s):</i></b>			
Speaker Fees	_____	_____	_____
Postage	_____	_____	_____
Licenses/Special Permits	_____	_____	_____
Musicians	_____	_____	_____
Other	_____	_____	_____
<b>Category Total</b>	_____	_____	_____
<b><i>Decorations:</i></b>			
Item 1	_____	_____	_____
Item 2	_____	_____	_____
Item 3	_____	_____	_____
<b>Category Total</b>	_____	_____	_____
<b>MINISTRY EVENT TOTAL</b>	_____	_____	_____

**NOTES:**

1. All corresponding receipts are to be submitted along with Budget Worksheet *immediately* at close of each event.
2. At least 3 written bids are required for any expenditure exceeding \$500.00

# MINISTRY EVENT RECEIPT FORM

			Income Receipts	Proposed Actual
<b>Registration:</b>	<b>Number</b>	<b>Price</b>		
Adults	_____	_____	_____	_____
Children	_____	_____	_____	_____
<b>Sales:</b> _____				
<b>Materials</b>				
Tickets			_____	_____
Offering			_____	_____
Vendor Booth Rental			_____	_____
Audio			_____	_____
<b>Underwriting: (Sponsorship)</b>			_____	_____
<b>Scholarships: (Donations)</b>			_____	_____
<b>Total Income:</b>			_____	_____

Coordinator(s) of Event:	Phone Number
_____	_____
_____	_____

## Love Fellowship Church of God in Christ Program/Event Evaluation Form

*The purpose of this form is to evaluate your recent activity or event. Use this form as a tool to review your accomplishments, challenges, opportunities and stewardship responsibilities.*

*Please submit a copy of this form immediately after event.*

Ministry responsible for planning event: \_\_\_\_\_

Leadership contact: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Program Chair: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Name of Event/Activity: \_\_\_\_\_

Date of Event/Activity Held: \_\_\_\_\_ Time: \_\_\_\_\_

Please select one or more of the following, which best describes the event.

- 1. EVANGELISM
- 2. WORSHIP
- 3. MISSION
- 4. FELLOWSHIP
- 5. DISCIPLESHIP

**Scale of Evaluation (Rate 1-5):** 1-Poor 2-Fair 3-Good 4-Very Good 5-Excellent

**Remarks:** \_\_\_\_\_

**Ministry Leader Comments:** \_\_\_\_\_



**Staying on Track Special Event Countdown  
6-12 Months Ahead**

<b>Assigned Date</b>	<b>Assigned Task</b>	<b>Assigned Person</b>
	<b>Decide Event Purpose</b>	
	<b>Reserve event rooms</b>	
	<b>Visit possible sites</b>	
	<b>Schedule appointment with coordinator of music &amp; worship</b>	
	<b>Schedule appointment with event coordinator</b>	
	<b>Form committees</b>	
	<b>Get cost estimates (site rental, food, drinks, sound/light, etc.)</b>	
	<b>Coordinator of music to assign musicians &amp; review music</b>	
	<b>Get bids for decorations</b>	
	<b>Get bids for outside printing</b>	
	<b>Get bids for other major items over \$500</b>	
	<b>Draft initial budget</b>	
	<b>Designate someone to oversee budget</b>	
	<b>Research/approach honorees</b>	
	<b>Compile mailing list (individuals/corporations)</b>	
	<b>Check proposed date for potential conflicts, finalize in writing</b>	
	<b>Get written contracts for catering Develop alternative site (if event is outdoors), entertainment, etc.</b>	
	<b>Invite/confirm special guest(s)</b>	
	<b>Order date cards or other event announcements</b>	
	<b>Set marketing/public relations schedule</b>	
	<b>Develop press release and calendar listings</b>	
	<b>Arrange for photos of guest speaker(s)</b>	
	<b>Identify graphic artists; begin invitation design</b>	
	<b>Get geographical information on special guest(s)</b>	
	<b>Investigate need for special permits, insurance, etc.</b>	

**Staying On Track Special Events Countdown  
3 to 6 Months Ahead**

<b>Assigned Date</b>	<b>Assigned Task</b>	<b>Assigned Person</b>
	<b>Begin monthly committee meetings (Ministry Event Planning packet is due 6-months)</b>	
	<b>Write/send requests for funding or underwriting to major donors, corporations, sponsors with approval</b>	
	<b>Review designs with graphic artist for invitations, programs, posters, etc.</b>	
	<b>Prepare final copy for invitations return card, posters</b>	
	<b>Prepare final copy for tickets, parking permits, etc.</b>	
	<b>Order invitations, posters, tickets, etc.</b>	
	<b>Sign contract with band / choir / musical group, coordinator of music worship review all contracts</b>	
	<b>Complete mailing lists for invitations and hang posters</b>	
	<b>Finalize mailing lists; begin soliciting corporations and major donors</b>	
	<b>Obtain profile info sheet from guest speaker</b>	
	<b>Obtain radio/TV sponsor, arrange public service announcements, promos</b>	
	<b>Set menu</b>	
	<b>Get written confirmation of special guest(s) needs</b>	
	<b>Finalize audio/visual contract</b>	
	<b>Select/order trophies, awards, etc.</b>	
	<b>Schedule deliveries of special equipment, rentals</b>	
	<b>Obtain and submit voucher request(s)</b>	

**Staying On Track Special Events Countdown  
2 Months Ahead**

<b>Assigned Date</b>	<b>Assigned Task</b>	<b>Assigned Person</b>
	<b>Hold underwriting or preview party to coincide with mailing of invitations; invite media</b>	
	<b>Assemble/address invitations (with personal notes)</b>	
	<b>Mail invitations</b>	
	<b>Distribute posters</b>	
	<b>Finalize transportation and hotel accommodations for special guest(s)</b>	
	<b>Obtain contracts for decorations and rental items</b>	
	<b>Confirm TV/radio participation</b>	
	<b>Release press announcements about special guest(s)</b>	
	<b>Follow up to confirm sponsorships and underwriting</b>	
	<b>Obtain printing/specified information</b>	
	<b>Secure permits and insurance</b>	
	<b>Review needs for signs at registration, elsewhere</b>	
	<b>Schedule committee members to review plans</b>	
	<b>Hold walk-through of event with committee chairman at event site</b>	
	<b>Review/revise budget, task sheets</b>	
	<b>Start phone follow-up</b>	
	<b>Special programs for Men's and Women's Day and Pastor's Anniversary/obtain letter from Pastor, Staff Pastors or Director of Ministry</b>	

**Staying On Track Special Events Countdown  
1-Month Ahead**

<b>Assigned Date</b>	<b>Assigned Task</b>	<b>Assigned Person</b>
	<b>Contact registrants via phone, email and/or letter confirming attendance</b>	
	<b>Place newspaper and/or magazine ads</b>	
	<b>Confirm staff for registration, hosting</b>	
	<b>Review special guest needs</b>	
	<b>Complete list of contents for special guest(s) welcome packets</b>	
	<b>Get enlarged site plan/room diagram of event location</b>	
	<b>Assign seats/tables</b>	
	<b>Give estimate of guests expected to caterer/food service</b>	
	<b>Meet with event coordinator, outside vendors, consultants to coordinate event</b>	
	<b>Draft program</b>	
	<b>If picture to be framed get bid on framing</b>	

**Staying On Track Special Events Countdown  
2 Weeks Before**

<b>Assigned Date</b>	<b>Assigned Task</b>	<b>Assigned Person</b>
	<b>Continue phone follow-ups for ticket/table sales</b>	
	<b>Continue assigning seats, head table, speaker's platform</b>	
	<b>Arrange to meet special guest(s) at airport, train or hotel</b>	
	<b>Confirm hotel accommodations and obtain receipt</b>	
	<b>Prepare transportation and accommodations (include flight number, airline, person assigned to meet flight)</b>	
	<b>Confirm special security needed for special guest(s) event</b>	
	<b>Prepare welcome packet for special guest(s) armor bearer</b>	
	<b>Confirm schedule deliveries of special equipment, rentals</b>	
	<b>Confirm set-up time with event site</b>	
	<b>Finalize plans with party/event decorator</b>	
	<b>Give caterer revised numbers/finalize guarantee</b>	
	<b>Meet with chairperson, key staff to finalize any of the above</b>	
	<b>Pick-up checks</b>	
	<b>Provide proper material for special music (i.e. voice overlay and audio)</b>	
	<b>Order gift basket for hotel for delivery or have at church</b>	
	<b>Gift basket to be presented to speaker(s)</b>	

**Staying on Track Special Event Countdown  
1 Week Before**

<b>Assigned Date</b>	<b>Assigned Task</b>	<b>Assigned Person</b>
	<b>Meet with all committees to ensure last-minute details are covered</b>	
	<b>Finish phone follow-up registration</b>	
	<b>Confirm number attending event</b>	
	<b>Finish seating/table arrangement</b>	
	<b>Hold training session with volunteers; finalize assignments</b>	
	<b>Secure two or three volunteers to assist with emergencies</b>	
	<b>Finalize registration staff/set-up</b>	
	<b>Distribute seating chart, table assignments to hosts/hostesses</b>	
	<b>Schedule pick-up of any rented or loaned equipment</b>	
	<b>Double-check delivery time with all vendors</b>	
	<b>Reconfirm event site, hotel rooms, transportation</b>	
	<b>Deliver final scripts to all committee chairpersons, program participants</b>	
	<b>Finalize catering guarantee</b>	
	<b>Finalize refreshments/meals for confirmed number of volunteers</b>	
	<b>Make follow-up calls to media and music ministry</b>	
	<b>Distribute additional fliers/posters</b>	
	<b>Hold final walk-through at site</b>	
	<b>Schedule rehearsals and volunteer assignments for day of event</b>	
	<b>Establish amount of petty cash needed for change and ticket, book or tape sales</b>	
	<b>Follow up on framed presentation</b>	

**Staying on Track Special Event Countdown  
Day before Event**

<b>Assigned Date</b>	<b>Assigned Task</b>	<b>Assigned Person</b>
	<b>Lay out all clothes you will need the day of event</b>	
	<b>Make sure petty cash, checks are ready</b>	
	<b>PRAY! PRAY! PRAY!</b>	

**Day of Event**

<b>Assigned Date</b>	<b>Assigned Task</b>	<b>Assigned Person</b>
	<b>Arrive early (with all your clothes, bible and comfortable shoes)</b>	
	<b>Unpack equipment, supplies and make sure nothing is missing</b>	
	<b>Be sure all program participants are in place</b>	
	<b>Reconfirm schedule for volunteers for assigned task(s)</b>	
	<b>Set-up registration area</b>	
	<b>Check sound/light equipment and staging before rehearsal</b>	
	<b>Go over details with caterer</b>	
	<b>Make final calls to limousine driver and hotel for time or arrivals</b>	
	<b>Make sure the check is in hand for special guest(s)</b>	
	<b>Special presentation made to speaker(s)</b>	

## MINISTRY CANCELLATION

If the event needs to be cancelled the ministry must notify all key people to be sure that all advertisement is pulled. Cancellation must take place within 45 days of the event.

Date of cancellation \_\_\_\_\_

Department \_\_\_\_\_

Action needed \_\_\_\_\_

Contact name \_\_\_\_\_

Contact phone (h) \_\_\_\_\_ (w) \_\_\_\_\_

(cell) \_\_\_\_\_ other \_\_\_\_\_

Reason of cancellation \_\_\_\_\_

Cancellation approved by:

Staff Pastor \_\_\_\_\_ Date \_\_\_\_\_

Chief Administrator \_\_\_\_\_ Date \_\_\_\_\_

*This cancellation is being submitted to:*

Media

Church Secretary

Administrative Staff

Email: [rwright@lovethefellowship.org](mailto:rwright@lovethefellowship.org)

All monies allocated for this event should be credited back to \_\_\_\_\_ line item.  
(Department name)