

MINISTRY PLAN WORKSHEET

Worksheets are to be turned into the church office at least **TWO WEEKS** prior to the event

Event _____ Time _____ Date _____

Contact Person _____ Phone _____

Sponsors of the event _____ Space assignment _____
(Assigned by church office)

What is the purpose of the event? (Describe the event)

Who are you trying to reach? How many people are you planning for?

What needs are being addressed through this event?

How will the event be advertised?

What are the financial needs? _____ How is this event to be funded?

Who is responsible for set up? _____

Who is responsible for clean up? _____

Will any equipment be needed? Yes ___ No ___

Sound _____ TV _____ Video _____ Vans _____

Tables _____ Chairs _____ Other _____

Are there any food needs? Yes ___ No ___ If so, make arrangements with the kitchen staff
TWO WEEKS prior to the event. Menus are to be decided by sponsoring group and kitchen
staff.

Is Child Care needed? Yes ___ No ___

Submitted by _____ Approved by _____
Date _____ Date _____