

Mt. Carmel Church Event Planning Form

Please feel free to add additional sheets of paper to fill in the descriptions below

Name of Event: _____

Day(s), Date(s) of Event: _____

(if different activities on different days, fill out additional forms for each event)

Time(s) of Event: _____

Ministry Sponsor: _____ **President of Ministry** _____

Event Contact: _____

Telephone/Email: _____

Event Site: _____ on-site _____ off-site:

Location of Event: _____

Theme: _____

Theme text: _____

(A clearing supporting text should be cited as the biblical foundation upon which this event is based.)

Attendance Goals: _____

All plans should be made with a specific audience in mind and a desired target number you wish to attend. Adequate preparation can only be made if you know who you want to reach and how many persons are targeted.

Evangelism Goals: _____

Give prayerful consideration to how many persons you would like to give their hearts to Christ as a result of this event. Preparation should be made, at every event, to witness to those who are unsaved or unchurched.

Budget: _____ (an estimated total—attach detailed budget)

After deciding the type of event that will take place and the target audience, the next order of business is the budget. Monies to cover the event will need to be raised by the ministry coordinating the event. **The “Ministry Budget Planner,”** included at the end of this form, will serve as a guide to event budgeting. You should meet with the Ministry Coordinator upon completion to present your strategic plan before executing any portion of it.

Registration Ticket Sales: _____

When setting ticket prices, registration/participation costs should be set to cover the costs of incidentals (i.e., decorations, advertising costs, related overhead, etc.). All ticket sales must be handled through the bookstore. The sponsoring ministry should develop tickets to be sold for any event that is charged. Tickets must be *numbered and have a corresponding color for age-appropriate distinctions*. *A sign-up sheet should be provided at the information desk for any free event that does not require a cost.* No money should be collected at the door.

Publicity: _____

Thought should be given to what type of publicity will be used (Sunday service & bulletin announcements, slides for jumbotron, flyers, emails, invitations to ministries).

Church Announcements:

The message that you want relayed in the service and bulletin announcements should be concise and include: *the name of the activity, target group, the date, time, and location w/ address of the event* (please write message on lines provided above). Announcements should be made at least 4 weeks in advance of event. Any pictures, video, graphics, or slides to be used **MUST BE** submitted the Monday before the announcement is publicized.

Printing:

Any request of assistance for printing by office staff, should be discussed with the Ministry Coordinator, once the event is approved. Last minute and day of printing **IS STRONGLY DISCOURAGED**, and may not be provided. Ministry sponsors will be required to *provide the appropriate size, style and color of the paper requested to be printed.*

Donations: _____

Many people and businesses are willing to donate money, goods and services if asked. This will defray the cost of hosting the event. Comprise a list of prospective corporate partners and arrange for an appointment.

Decorations: _____

Decorations should always be appropriate for the event. Be cost effective.

Program/Agenda Outline: _____

This includes both the physical program and planning what activities will take place at the event. All programs should be approved by the Ministry Coordinator prior to printing. (Please attach draft/outline.)

Partnership: _____

It is the responsibility of the ministry sponsor to notify other ministry leaders of any participation for that ministry to be a part of the event/program. Make sure to correspond & confirm with the desired ministry's leader **BEFORE** committing that ministry to the event/program.

Correspondence: _____

It is best to notify event participants of the details of the event as early as possible, once the event is approved. Make sure to place follow-up phone calls, emails, and social media posts to ensure correspondence was received. Do not wait until the last minute to secure confirmations. It is never a good thing to assume.

Hospitality: _____

Any invitation of speakers or guests, as part of the program, will need to first be approved by the Ministry Coordinator. When hosting guests from out of town, it is appropriate to provide information regarding lodging, dining, shopping, etc. Guests from within and out of the city will appreciate being greeted at the church/hotel/event by friendly faces to direct them. *Note:* Please communicate to the ushers any grouped guests who may attend Sunday's service, as the ushers are involved in managing the sanctuary.

Special Staff: _____

Be creative! Participation will be much greater if people don't feel they are doing the "same old thing". Remember that you should budget for costs of "special touches" at the event.

Photography: _____

Finding someone to donate their time as "photographer of the day" is a great way to provide memories of the event and use the footage as advertisement for future events. Please designate someone in your ministry who will take this responsibility.

Clean-up: _____

When hosting events at the church, particularly on the weekend, it is the sponsoring ministry's responsibility to make sure the rooms being used are clean and organized just the way they were found before the event commenced. **Any use of the kitchen will require after-event-cleaning of wiping down counters & tables, cleaning areas used, sweeping, mopping, and putting out the trash in the kitchen and gym. Any use of the bathrooms requires a check-up and tidying in preparation for the church's use on Sunday morning.** Failure to clean up after the event may result in the standard cleaning fee payable by the sponsoring ministry. It is suggested that the sponsoring ministry plan for a cleaning crew of at least 4 members at every on-site event. Multi-day events may require an automatic cleaning and set up charge.

Set-up: _____

When hosting events at the church, use the "Mt. Carmel On-Site Set-Up/Room Reservation Form" to identify what rooms need to be set up and how. Rooms that cannot be set back in place by the sponsoring ministry will result in the standard set-up fee payable by the sponsoring ministry.

Audio/Visual: _____ Indicate if you will need sound or visual aids to accompany your event.

Check list

Be sure to answer these questions before submitting your event planning form:

- I am submitting this event planning form at least 45 days before the event **YES** **NO**
- I have provided a concise announcement to be publicized during the church services? **YES** **NO**
- I have communicated to all of the ministries that are requested to collaborate on this event? **YES** **NO** **NA**
- I have identified at least four members who have agreed to be a part of the "cleaning crew?" **YES** **NO**
- I will provide a PowerPoint slide for advertising, tickets to be sold in the bookstore, and/ or a sign-up sheet to be placed at the information center, once this event has been approved. **YES** **NO**

MOUNT CARMEL BAPTIST CHURCH

MINISTRY BUDGET PLANNER

Name of Activity: _____ Activity Date(s): _____

BUDGETARY GOALS

Proposed Income:

Registration/Ticket Sales(cost per person x # of people) _____

Donations/Sponsorships (businesses, individuals, churches, etc.) _____

Offering (amount asked from each member) _____

Other: _____

Total Income: _____

Anticipated Expenses:

Facility (rental of place) _____

Equipment (tables, chairs, overhead, etc.) _____

Set-up/break down (**\$150 if using the gym**) _____

Clean Up (**\$150 if using the gym**) _____

Food _____

Gifts (special purchases for acknowledgements/awards) _____

Honorariums (speakers, performers, etc.—must be approved in advance) _____

Materials (programs, handouts, pencils/pens) _____

Other: _____

Total Expenses _____

Profit Margin _____