

Mt. Carmel Church Event Planning Form

Please complete and submit a copy of this planning form to the Ministry Coordinator 2-3 months BEFORE the scheduled date of the Event/Program. Please also include a copy of any promotional materials created for this Event/program if necessary.

Ministry: _____

Event Name: _____

Scripture: _____

Event Date(s): _____

Start Time(s): _____ End Time(s): _____

Contact person for event: _____

Phone#: _____ Email: _____

EVENT

____ On-Site Location: Sanctuary, Gym-complete a gym set up form, Westside lobby, Intake, choir practice area, Other: _____

____ Off-Site Location: _____

Address: _____

Prior to Event:

Will there be a rehearsal(s) or preparation prior to the event that will require use of the church? YES* or NO

Date: _____ Time need church open: _____ Time need church locked: _____
(Please note during the week because of the daycare earliest starting time can only be after 6:00pm)

Day of Event:

Time need church open: _____ Time need church locked: _____

Please note each Ministry is responsible for assuring clean up for events. A team should be determined and the Ministry Coordinator will give a clean-up check sheet.

REGISTRATION/ATTENDANCE

Expected Number of participants: _____ Evangelism Goals: _____

Is registration required? YES or NO Date registration begins and ends: _____/_____

Is there a fee? Yes or NO Amount:\$ _____

Confirmed Details with Bookstore on: _____

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PROMOTION

Please note all promotional material needs to be submitted and approved 10 days before prior to distribution.

How will the event be promoted (Church bulletin, flyers, announcements, letter, postcards, etc....)

What date will promotional items start: _____

For church bulletin please provide exact wording to be printed: _____

For church announcements please provide exact wording to be read: _____

SPEAKER

Please fill out this section if you have a speaker or presenter at your event/program. All speakers and presenters information needs to be submitted to the church office for review prior to event. Please do not book a speaker prior to approval from church office.

Name of Presenter: _____

Organization: _____

Phone #: _____

AGENDA

___ Please attach a program outline and or an event agenda.

BUDGET-This needs to be attached for the approval process.

___ Please attach an itemize budget for the event (detailed summary regarding expense needed and to whom to make payment to if needing funds from ministry account. All expenses need to be approved before payment can be processed.

Please include the cost for: Decorations, printing/marketing, photographer, food, gifts/awards, special equipment, facility-offsite, etc.

AUDIO/VISUAL

Do you need a volunteer from the Media ministry to assist with Sound / Visual? YES or NO