Mt. Zion Church Event Planning Form

EVENT INFORMATION

Name:	
Location:	**Time:**
Date:	**Alternate Date:**
Purpose:	

What need or needs is this event meeting?
Who is the target audience?
What area or areas of growth is this event addressing?

LEAD MINISTRY (HOSTING THE EVENT):

Event Contact:	**Leadership Contact:**
Phone #:	**Phone #:**
Email:	**Email:**

SUPPORTING MINISTRIES

Ministry Name	Required Assistance	Contact Date
Administration		
Hospitality		
Media		
Music		
Usher/Greeters		
Transportation		
Other		

ANNOUNCEMENTS AND ADVERTISING

Bulletin Board: Yes ☐ No ☐
Outdoor Sign: Yes ☐ No ☐
External Advertising: (Radio, Newspaper, etc.)

Church Bulletin			Committee Meetings
Dues Dates	**Run Dates**		

BUDGETARY NEEDS

(For planning purposes only. No funds will be generated from this form)

List of items	Estimated Costs	Funding Source
Totals		

Submit a copy of this form to Special Events early in the planning phase to ensure that adequate notification is made to all supporting ministries.