

Ministry Event **Planning Sheet**

Budgeted Expenses to consider (estimate costs)

Rentals: _____	Marketing/Advertising: _____
Presenter Fee: _____	Souvenirs/gift cards/prizes: _____
Materials: _____	Electronic/Tech support: _____
Costumes/Props: _____	Tax, Fees, Registrations: _____
Decorations: _____	Permits/ Licenses: _____
Food/Beverage: _____	Other: _____
Total Expenditure: _____	

Marketing and Advertising

What forms of communication do you plan on using: (**Check all that apply**)?

Fliers Posters Projector Slides Realm messaging Social Media Radio/News Mailings
 Church Bulletin Other: _____

Estimated costs of advertising: _____ Will a vendor be used for copies? _____

Copying: Estimated number needed _____ Black _____ Color _____

Develop a timeline with deadlines for each point of communication that you intend to use.

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____

Ministry Coordination: Are other ministries needed to support this event? yes no

Please make sure to make a note of when & who you contacted from each ministry

Hospitality _____

Security _____

Media _____

Worship: Music _____

Worship: Fine Arts _____

Ushers/Greeters _____

Administration (Church Office) _____

Education _____

Deacons _____

Youth _____

Children _____

Women _____

Men _____

Discipleship _____

Missions _____

Transportation _____

Other not listed _____