

Union Branch Baptist Church Event Planning Worksheet

This sheet should be completed at least 60 days prior to event

• **Name of Event/Project:** _____

• **Ministry hosting event:** _____

• **Name and contact information of person in charge of event:**

Name: _____ Home phone: _____

Cell phone: _____ Email address: _____

• **Date(s) of event:** _____

• **Time of event: Begin:** _____ a.m. or p.m. **End:** _____ a.m. or p.m.

• **Set-up date:** _____

• **Set-up time: Begin at:** _____ a.m. or p.m. **End at:** _____ a.m. or p.m.

• **What is the purpose/goal/desired outcome of this event?**

• **How does this event lift up Jesus Christ and the ministry of UBBC?**

Who is the target audience for this event? (Check all that apply.) ___ Men ___ Women ___ All
Adults ___ Families ___ Junior High Students ___ High School Students ___ Children
___ Community Other - Explain _____

How many people do you expect to come to the event? _____

• **Space required (Check all that apply):**

___ Sanctuary ___ Old Fellowship Hall/Kitchen ___ New Fellowship Hall/Kitchen ___ Classroom Area
___ Parking Lot

Audio requirements (Check all that apply): Lapel Microphone Hand-held Microphone
 Corded Microphone Computer/projector Providing own laptop Need to reserve laptop Projector Screen

Room Set-Up

Tables - # needed _____

Chairs - # needed at each table _____

Podium yes _____ no _____

Other:

• How do you plan to promote this event? (Check all that apply.)

Church Bulletin Board

Sunday Announcement in worship (Email bulletin announcements to www.ubbc@verizon.net by Wednesday of each week).

Website (email to www.ubbc@verizon.net)

Facebook (email to www.ubbc@verizon.net)

Newspaper (funding source???)

Letters to surrounding churches

If needed, who is the speaker/preacher for this event? **The speaker/preacher must be cleared through the pastor prior to contacting him or her.** (Speaker(s) should be contacted and confirmed at least 60 days prior to event).

• What is your budget for this event? _____

Upon completion of this worksheet, please submit to the Church Administrator for processing.

Church Administrator

Received Date

Process Date

FOR OFFICE USE:

Checked for date & facility availability to avoid overlap of events

Reserved on church calendar

Notified all appropriate persons to maintain continuity of Event. (Technical support, custodial support, authorized key holders, etc.)

Discussed with Pastor