

EDUCATION MINISTRY EVENT PLAN SHEET

Sponsoring Organization _____ Projected Date: _____, 20__

Person responsible for event: _____ S M T W T F S if weekly

Event _____ Time _____ until _____ AM PM

Purpose _____

- Goals
1. _____ On church calendar
 2. _____ Nursery needed for sponsors
 3. _____

Total cost estimate \$ _____

Less budgeted amount \$ _____

Amount to participants \$ _____ / # expected in attendance _____ = cost per person \$ _____

1. Describe activity schedule chronologically. Person responsible _____
PLEASE ATTACH SCHEDULE

2. Briefly describe room arrangements. Person responsible _____
 a. Decorations: walls, tables, ceiling, entry. b. Lighting: full or partial spots
 c. Tables and chairs arrangement. **PLEASE ATTACH SKETCH.**

3. Possible food needs: Person responsible _____ Budget Amount \$ _____
 Participants bring food? Yes No Snacks Meals Both **PLEASE ATTACH MENU.**
 Catered? Yes No Name _____ Phone _____
 Address _____

Deposit required? Yes No Amount \$ _____ Cost per person? \$ _____

4. Publicity needed. Person responsible _____ Budget Amount \$ _____

<input type="checkbox"/> Brochure, flyer # printed _____	<input type="checkbox"/> Bulletin insert # printed _____	Printing cost \$ _____
<input type="checkbox"/> Posters	<input type="checkbox"/> Verbal announcements	Postage cost \$ _____
<input type="checkbox"/> Group Meetings	<input type="checkbox"/> Bulletin Board	Date needed _____
<input type="checkbox"/> Telephone Care Group Leaders	<input type="checkbox"/> Video presentation	<input type="checkbox"/> Phone Notification System
<input type="checkbox"/> Written invitations, letters	<input type="checkbox"/> Other	<input type="checkbox"/> Church Newsletter

5. Special equipment and supplies - Person responsible _____ Budget amount \$ _____

- Overhead projector
- TV & VCR
- Blackboard, dry erase board, flipchart
- Extension cords, adaptors, power strip
- Easel
- Sound system, tape player; Date reserved _____
- Markers, pens, pencils
- Paper, cards, posterboard
- Tape, glue, scissors
- Books, teacher guides
- Other supplies

6. Transportation and lodging needed. Person responsible _____

Participants will be Driving Carpool Rental Air Budget amount \$ _____

- Sponsor vehicles - # needed _____ Drivers: _____
- Van (Sunset Ford Contacted Date: _____ Agent: _____)
- Bus Rental (Ryder Contacted Date: _____ Agent: _____)
- Bus Charter (Central States Date: _____ Agent: _____)
- Airplane (Airline Contacted _____ Date: _____ Agent: _____)
- Lodging: # of nights _____ Place: _____ Phone: _____
Cost per room \$ _____ Address: _____
Amount per person \$ _____
Contact person _____ Date secured: _____

7. Cleanup: Person responsible _____ Budget amount \$ _____

- Group required to clean
- Pay custodial fee Amount \$ _____

8. Follow up planning meetings

Meeting #1 _____ Meeting #2 _____ Meeting #3 _____
(Date) (Date) (Date)

9. Final evaluation

Actual attendance _____ Thank you notes mailed? Yes No

Actual cost \$ _____

Opinions by participants _____

Try this next time: _____