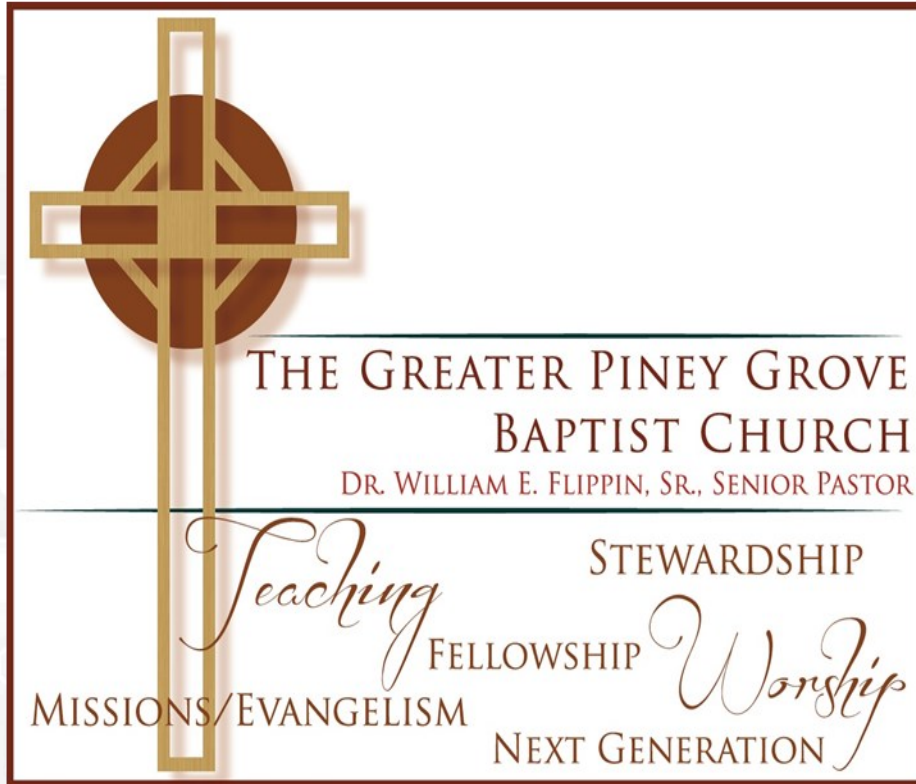


THE GREATER PINEY GROVE BAPTIST CHURCH



For Office Use Only

Event Name: _____

Funds Requested: \$ _____

Budgeted for: Yes No

**Sponsoring Pillar
Please Check One**

- Teaching
- Mission/Evangelism
- Fellowship
- Worship
- Next Generation
- Stewardship

Event Coordinator: Submit Section A , Retain Section B.

EVENT PLANNING/ PROJECT DOCUMENT

Your Guide to assist with planning your event

Section A – Event Planning Form

The Greater Piney Grove Baptist Church

Event Planning Routing Slip

We are proud to present the Planning Worksheet for The Greater Piney Grove Baptist Church. This planning worksheet is designed to help our church in various ways. The more productive we are in the planning and development of our events will be evident in the quality of the entire process. This packet is due **four months prior to the event.** Please return all completed forms to the Event Coordinator or Ministry Leader. Please note that these forms are available on the website or from the carousel located at the entrance of the Family Life Center.

Please ensure that the following forms are attached:

	YES	NO	ONLINE (WEB)
Multimedia Ministry/Equipment Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Room Reservations Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vehicle Request Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Music/Arts & Drama Ministry Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Photography Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Date Submitted to Office: _____ Event Fee: _____

MINISTRY/EVENT TITLE: _____

Chairperson(s): _____

Contact Number(s): H _____ W _____ C _____

Email Address: _____

Committee members and responsibilities:

1. _____
2. _____
3. _____
4. _____
5. _____

Approval - (*for office use only*)

Senior Pastor: _____ Executive to the Pastor: _____

Calendar Committee: _____ Facilities: _____

Multimedia: _____ Music: _____

Event Coordinator: _____ Kitchen: _____

Business Manager: _____ Amount Approved: _____

The Greater Piney Grove Baptist Church

Event Purpose, Goal and Mission

Proposed Dates for Event: (minimum of two dates required)

Preferred Date/Time: _____ Alternate Date/Time: _____

Location of Event: (please be specific :

Business Manager: _____ Amount Approved: _____

I. Event Rationale: Why should we conduct this ministry activity? (Please explain how this ministry event embraces the mission and vision of The Grove including biblical support.) If more space is required please attach documentation.

Theme: _____

Scripture Reference: _____

Purpose of Event: _____

II. Goal: *What is the expected result in facilitating this event?*

III. Plan of Action: *How will the planned goal be achieved?*

IV. Promotional Plan: *What form of marketing will be utilized for the church and community?*

- | | | |
|--|---|---|
| <input type="checkbox"/> Church Bulletin/ E-Happenings | <input type="checkbox"/> GNN Announcement | <input type="checkbox"/> Mass Mailing |
| <input type="checkbox"/> Phone Tree | <input type="checkbox"/> Radio | <input type="checkbox"/> Newspaper |
| <input type="checkbox"/> Pastoral Emphasis | <input type="checkbox"/> Flyers/Print | <input type="checkbox"/> Website/ACS Calendar |
| <input type="checkbox"/> Marquee | <input type="checkbox"/> Ticket Sales | <input type="checkbox"/> Word of Mouth |
| <input type="checkbox"/> Church Monitors | <input type="checkbox"/> Church Calendar | |

Will this planned Event embrace one or more of the Five (6) Pillars of the Grove?

Evangelism:

How? _____

Worship:

How? _____

Teaching:
How?

Missions:
How?

Fellowship:
How?

Stewardship:
How?

The Greater Piney Grove Baptist Church Event Suggested Speakers

Suggested Guest Speakers/Ministers (NOTE: Pastor Flippin will invite all guest speakers/ministers and confirm all invitations.)

1. Name and Number: _____
Honorarium Fee \$ _____

2. Name and Number: _____
Honorarium Fee \$ _____

3. Name and Number: _____
Honorarium Fee \$ _____

Why does your ministry suggest these speakers?

PLEASE PROVIDE BIOS AND PICTURES OF SUGGESTED GUEST SPEAKERS/MINISTERS IF AVAILABLE

Date Submitted: _____

Ministry Event Budgeting Worksheet 1

Ministry: _____ **Date:** _____
Name: _____ **Telephone:** _____

COST ESTIMATES: ESTIMATES TO REFLECT ACTUAL COST AS MUCH AS POSSIBLE.

EVENT BUDGET: **Est. Costs** **Actual Cost** **Difference**

Transportation Cost(s):

Airfare	_____	_____	_____
Buses	_____	_____	_____
Limo	_____	_____	_____
Other	_____	_____	_____
Category Total			

Food Cost(s):

Breakfast	_____	_____	_____
Lunch	_____	_____	_____
Dinner	_____	_____	_____
Caterer	_____	_____	_____
Other/Beverages	_____	_____	_____
Category Total			

Rental Cost(s):

Location _____
 Name: _____
 Item 1 _____
 Item 2 _____
 Item 3 _____
Category Total:

Marketing Cost(s):

Printing	_____	_____	_____
Mailings	_____	_____	_____
Radio	_____	_____	_____
TV	_____	_____	_____
Category Total:			

Ministry Event Budgeting Worksheet 2

Supplies:

Item	_____	_____	_____
Item	_____	_____	_____
Item	_____	_____	_____

Item _____
Category Total _____

Award/Recognition Cost:

Type _____
 Type _____

Category Total:

Special Cost(s):

Speaker Fees _____
 Postage _____
 Licenses/Special Permits _____
 Musicians _____
 Other _____
Category Total _____

Decorations:

Item 1 _____
 Item 2 _____
 Item 3 _____
Category Total _____

MINISTRY EVENT TOTAL _____

NOTES:

1. All corresponding receipts are to be submitted along with Budget Worksheet *immediately* at close of each event.
2. At least 3 written bids are required for any expenditure exceeding \$500.00

MINISTRY EVENT RECEIPT FORM

Proposed

Actual

Income

Receipts

Registration:

	Number	Price		
Adults	_____	_____	_____	_____
Children	_____	_____	_____	_____

validate

Sales:

Materials

Tickets	_____	_____
Offering	_____	_____
Vendor Booth Rental	_____	_____
Audio	_____	_____

Underwriting: (Sponsorship)

Scholarships: (Donations)

Total Income:

Coordinator(s) of Event:

Phone Number

**THE GREATER PINEY GROVE BAPTIST CHURCH
PROGRAM/EVENT EVALUATION FORM**

The purpose of this form is to evaluate your recent activity or event. Use this form as a tool to review your accomplishments, challenges, opportunities and stewardship responsibilities. This form should also help you plan for this same event next year.

Please submit a copy of this form immediately after event.

Ministry responsible for planning event: _____

Leadership contact: _____ Phone #: _____

Email: _____

Program Chair: _____ Phone #: _____

Email: _____

Name of Event/Activity: _____

Date of Event/Activity Held: _____ Time: _____

Please select one or more of the following, which best describes the event.

- 1. MISSION/EVANGELISM
- 2. WORSHIP
- 3. STEWARDSHIP
- 4. FELLOWSHIP
- 5. DISCIPLESHIP
- 6. NEXT GENERATION

Scale of Evaluation (Rate 1-5): 1-Poor 2-Fair 3-Good 4-Very Good 5-Excellent _____

Remarks : _____

Ministry Leaders Comments:

**Staying on Track Special Event Countdown
6-12 Months Ahead
PLEASE KEEP THIS SHEET FOR YOUR RECORDS.**

Assigned Date	Assigned Task	Assigned Person
	Decide Event Purpose	
	Reserve event rooms	
	Visit possible sites	
	Schedule appointment with coordinator of music & worship	
	Schedule appointment with event coordinator	
	Form committees	
	Get cost estimates (site rental, food, drinks, sound/light, etc.)	
	Coordinator of music to assign musicians & review music	
	Get bids for decorations	
	Get bids for outside printing	
	Get bids for other major items over \$500	
	Draft initial budget	
	Designate someone to oversee budget	
	Research/approach honorees	
	Compile mailing list (individuals/corporations)	
	Check proposed date for potential conflicts, finalize in writing	
	Get written contracts for catering, entertainment, etc.	
	Develop alternative site (if event is outdoors)	
	Invite/confirm special guest(s)	
	Order date cards or other event announcements	
	Set marketing/public relations schedule	
	Develop press release and calendar listings	
	Arrange for photos of guest speaker(s)	
	Identify graphic artists; begin invitation design	
	Get geographical information on special guest(s)	
	Investigate need for special permits, insurance, etc.	

**Staying On Track Special Events Countdown
3 to 6 Months Ahead**

Assigned Date	Assigned Task	Assigned Person
	Begin monthly committee meetings (Ministry Event Planning packet is due 6-months)	
	Write/send requests for funding or underwriting to major donors, corporations, sponsors with approval	
	Review designs with graphic artist for invitations, programs, posters, etc.	
	Prepare final copy for invitations return card, posters	
	Prepare final copy for tickets, parking permits, etc.	
	Order invitations, posters, tickets, etc.	
	Sign contract with band / choir / musical group, coordinator of music worship review all contracts	
	Complete mailing lists for invitations and hang posters	
	Finalize mailing lists; begin soliciting corporations and major donors	
	Obtain profile info sheet from guest speaker	
	Obtain radio/TV sponsor, arrange public service announcements, promos	
	Set menu	
	Get written confirmation of special guest(s) needs	
	Finalize audio/visual contract	
	Select/order trophies, awards, etc.	
	Schedule deliveries of special equipment, rentals	
	Obtain and submit voucher request(s)	

This is a guide to assist with planning the event.
**Staying On Track Special Events Countdown
2 Months Ahead**

Assigned Date	Assigned Task	Assigned Person
	Hold underwriting or preview party to coincide with mailing of invitations; invite media	
	Assemble/address invitations (with personal notes)	
	Mail invitations	
	Distribute posters	
	Finalize transportation and hotel accommodations for special guest(s)	
	Obtain contracts for decorations and rental items	
	Confirm TV/radio participation	
	Release press announcements about special guest(s)	
	Follow up to confirm sponsorships and underwriting	
	Obtain printing/specified information	
	Secure permits and insurance	
	Review needs for signs at registration, elsewhere	
	Schedule committee members to review plans	
	Hold walk-through of event with committee chairman at event site	
	Review/revise budget, task sheets	
	Start phone follow-up	
	Special programs for Men's and Women's Day and Pastor's Anniversary/obtain letter from Pastor, Staff Pastors or Director of Ministry	

This is a guide to assist with planning the event.

**Staying On Track Special Events Countdown
1-Month Ahead**

Assigned Date	Assigned Task	Assigned Person
	Contact registrants via phone, email and/or letter confirming attendance	
	Place newspaper and/or magazine ads	
	Confirm staff or volunteers for registration, hosting	
	Review special guest needs	
	Complete list of contents for special guest(s) welcome packets	
	Get enlarged site plan/room diagram of event location	
	Assign seats/tables	
	Give estimate of guests expected to caterer/food service	
	Meet with event coordinator, outside vendors, consultants to coordinate event	
	Draft program	
	If picture to be framed get bid on framing	

This is a guide to assist with planning the event.

**Staying On Track Special Events Countdown
2 Weeks Before**

Assigned Date	Assigned Task	Assigned Person
	Continue phone follow-ups for ticket/table sales	
	Continue assigning seats, head table, speaker's platform	
	Arrange to meet special guest(s) at airport, train or hotel	
	Confirm hotel accommodations and obtain receipt	
	Prepare transportation and accommodations (include flight number, airline, person assigned to meet flight)	
	Confirm special security needed for special guest (s) event	
	Prepare welcome packet for special guest(s) armor bearer	
	Confirm schedule deliveries of special equipment, rentals	
	Confirm set-up time with event site	
	Finalize plans with party/event decorator	
	Give caterer revised numbers/finalize guarantee	
	Meet with chairperson, key staff to finalize any of the above	
	Pick-up checks	
	Provide proper material for special music (i.e. voice overlay and audio)	
	Order gift basket for hotel for delivery or have at church	
	Gift basket to be presented to speaker(s)	

This is a guide to assist with planning the event.

**Staying on Track Special Event Countdown
1 Week Before**

Assigned Date	Assigned Task	Assigned Person
	Meet with all committees to ensure last-minute details are covered	
	Finish phone follow-up registration	
	Confirm number attending event	
	Finish seating/table arrangement	
	Hold training session with volunteers; finalize assignments	
	Secure two or three volunteers to assist with emergencies	
	Finalize registration staff/set-up	
	Distribute seating chart, table assignments to hosts/hostesses	
	Schedule pick-up of any rented or loaned equipment	
	Double-check delivery time with all vendors	
	Reconfirm event site, hotel rooms, transportation	
	Deliver final scripts to all committee chairperson, program participants	
	Finalize catering guarantee	
	Finalize refreshments/meals for confirmed number of volunteers	
	Make follow-up calls to media and music ministry	
	Distribute additional fliers/posters	
	Hold final walk-through at site	
	Schedule rehearsals and volunteer assignments for day of event	
	Establish amount of petty cash needed for change and ticket, book or tape sales	
	Follow up on framed presentation	

This is a guide to assist with planning the event.

**Staying on Track Special Event Countdown
Day before Event**

Assigned Date	Assigned Task	Assigned Person
	Lay out all clothes you will need the day of event	
	<i>Make sure petty cash, checks are ready</i>	
	PRAY! PRAY! PRAY!	

Day of Event

	Arrive early (with all your clothes, bible and comfortable shoes)	
	Unpack equipment, supplies and make sure nothing is missing	
	Be sure all program participants are in place	
	Reconfirm schedule for volunteers for assigned task(s)	
	Set-up registration area	
	Check sound/light equipment and staging before rehearsal	
	Go over details with caterer	
	Make final calls to limousine driver and hotel for time or arrivals	
	Make sure the check is in hand for special guest(s)	
	Special presentation made to speaker(s)	

This is a guide to assist with planning the event.

MINISTRY CANCELLATION

If the event needs to be cancelled the ministry must notify all key people to be sure that all advertisement is pulled. Cancellation must take place within 45 days of the event.

Date of cancellation _____

Ministry _____

Action needed _____

Contact name _____

Contact phone (h) _____ (w) _____

(cell) _____ other _____

Reason of cancellation _____

Cancellation approved by:

Staff Pastor _____

Date _____

Church Administrator _____

Date _____

This cancellation is being submitted to:

Media

Church Secretary

Pastor's Administrative Assistant

Budget Committee

Trustee Ministry

Email: pr@pineygrovebapt.org

All monies allocated for this event should be credited back to _____
line item. (Ministry name)