

Ministry Event Planning Checklist

This checklist is being provided to ALL FBBC Ministry Teams. Page 1 must be completed and submitted to Deacon Oscar Thomie prior to approval of your event (NO EXCEPTIONS). Pages 2-3 are detailed checklist items that your team will be required to complete during the planning phase of the event. Once your event has concluded please provide a copy of pages 2-3 to Deacon Thomie.

Ministry Hosting Event	
Name of event – what ☐ Description of event	
Date of event ☐ Date of event determined	
Time of event	
Setup requirements of Church Staff ☐ Church staff requirements defined: (chairs, tables, unlock building, cooler, etc.).	
Location of event ☐ Location/venue for event booked	
Event coordinator/contact person ☐ What other Ministries will be involved in the event ☐ Event Planning Ministry (EPM) assistance requested	
Target audience – who Who is this event targeted at? What does the audience need to know? ☐ Target audience determined	
Message – what What do you want to say to the target audience? What do you want them to know/do? ☐ Message determined	
Objectives – why Be clear about what you hope to achieve with this event. ☐ Event Objective Determined	

Date Submitted: _____

Signature: _____

Date Approved: _____

Signature: _____

Church Festival Planning Guide

Wanda Vassallo



Church Festival Planning Guide:

The Church Event Planning Toolkit Deborah Ike, 2017-02-06 *The Paulist Liturgy Planning Guide* Lawrence Boadt, Celine M. Allen, 2005-09 A compact easy to use and comprehensive resource for all ministries involved in Sunday planning Contains information and tips for musicians lectors Eucharistic ministers liturgical planning committees homilists and celebrants all in one volume *Church Communications Handbook* Wanda Vassallo, A communications specialist discusses communication in the local church advertising talking with the media communicating with members and utilizing technology Includes helpful forms checklists and examples from cutting edge churches **Church Administration and Finance Manual** Otto F. Crumroy, Stan Kukawka, Frank M. Witman, Paul D. Witman, 2023-09-19 A field tested guide to the management and finance of church congregations revised for a new generation Clergy are generally equipped to preach and provide spiritual care But when it comes to budgets insurance fire safety and church management many find themselves at a loss The Church Administration and Finance Manual is the classic guide to running a church written to answer key questions for clergy and lay leaders Not simply a theoretical resource the Manual provides suggestions for almost every aspect of parish administration position descriptions financial forms materials for stewardship and Christian education building use and safety issues employee record keeping and much more This revised edition offers guidance on many new topics that are of vital importance to churches including protecting children information security approaches to preventing and responding to violence planned giving social media and hybrid work and worship Whether clergy are just out of seminary or well seasoned in parish life the Manual is full of excellent guidelines tools and forms for improving the management of the parish

Excellence in Planning and Promotion Trace L. Howard, 2016-11-18 Today's congregational expectations regarding ministry events and campaigns are viewed through the lens of excellence not only is this an expectation it is also a requirement if the church intends to maximize those programs in which it has invested precious resources of time and people A God given vision for a ministry program after prayer and vision sharing begins with planning and comes to fruition through effective promotion and marketing In Excellence in Planning and Promotion Trace Howard has provided churches and their leadership an outstanding resource by reminding readers of the importance of these elements in delivering ministry events and campaigns that make a kingdom difference The principles of this book are at the same time incredibly simple yet will reap great benefits for church leaders in our day This book brings helpful and practical insights to the pastor's approach to ministry and event planning that can be utilized in any ministry leadership context **Comprehensive Calendar of Bicentennial Events** American Revolution Bicentennial Administration, 1976-02 **Events Management** Glenn A. J. Bowdin, Johnny Allen, Rob Harris, Leo Jago, William O'Toole, Ian McDonnell, 2023-07-31 A must have introductory text of unrivalled coverage and depth focusing on events planning and management the fourth edition of Events Management provides a complete A to Z of the principles and practices of planning managing and staging events The book offers a

systematic guide to organising successful events examining areas such as event design logistics marketing human resource management financial planning risk management impacts evaluation and reporting The fourth edition has been fully updated and revised to include content covering technology including virtual and hybrid events concepts such as social capital soft power and events social inclusion equality accessibility and diversity and the latest industry reports research and legal frameworks The book is logically structured and features new case studies showing real life applications and highlighting issues with planning events of all types and scales in a range of geographical locations This book has been dubbed the events management bible and fosters an interactive learning experience amongst scholars of events management tourism and hospitality

God Is in the Details Lynne E. Shivers, 2014-03-06 You know how people say that the Devil is in the details Learn how God is in the details through this inspiring book that kicks the Devil out and gives God full reign in the details of planning your church or religious group event Learn how to Seek God for direction from the initial idea through the big day Cultivate positive relationships even with those who may be difficult or disgruntled Develop a proven planning time line that will keep you on track no matter when you start in the process Keep the event fresh even if its the umpteenth event anniversary Kick the Devil out and give him no foothold in the planning process I have enjoyed reading the book *God Is in the Details* by Evangelist Lynne Shivers In it she brings out the importance of planning our events with a purpose and with excellence Often we do not think about the planning that goes into an event and are discouraged by the results But if we planned in advance things would certainly turn out much better The book also brings out another important point and that is God is in the details This is a must read book its a great resource guide for any group leader in the planning of an event I give it two thumbs up Bishop Gary Harper Pastor Greater Grace Temple Taylor Taylor MI

Comprehensive Calendar of Bicentennial Events, 1975

Generations of Faith Resource Manual John Roberto, Mariette Martineau, 2005-07 This invaluable resource offers planning processes and practical tools for fashioning and implementing a lifelong curriculum Includes a CD ROM with PowerPoint presentations for each chapter as well as worksheets and handouts

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