

Event						
Relation to Ministry Purpose:						
Target Group					Number Expected to Attend	
Date of Event		Time of Event			Estimated Cost	
Who is Chiefly Responsible?						
Location of Event – Facilities and Equipment						
On Campus Room(s)						
Off Campus Location						
Who is Responsible?	Dates of Contact?	What	Action	Deadline	Date Completed	Cost
		Facility				
		Deposit				
		Chairs				
		Staging				
		Skirting				
		Sound				

Transportation						
Who is Responsible?	Dates of Contact?	What	Action	Deadline	Date Completed	Cost
		Church Vans				
		Rental Vans				
		Deposit				
		Agency Phone				
		Charter Bus(es)				
		Deposit				
		Agency: Phone:				

Publicity						
Who is Responsible?	Dates of Contact	Development	Who		Deadline	Cost
		Art Work/Logos				
		Layout				
		T-Shirts				
		Church Publications	Start	Frequency	Deadline	Cost
		Newsletter				
		Worship Bulletin				
		Mailings				
		To Participants				
		To Parents				
		To Leaders				
		Community				
		Newspaper				
		Broadcast Community				
		School Newspapers				
		Other Publicity				
		Posters				
		Flyers				
		Brochures				
		Tickets				
		Face-to-Face				

Outside Personalities	Who is Responsible?				
	What	Action	Deadline	Date Completed	Cost
	Personality Who: Contact: Phone:				
	Contract Deposit				
	Housing Where: Contact: Confirmation:				
	Transportation What: Contact: Confirmation:				

Food Service						
Who is Responsible?	Dates Contacted?	In House				
		What	Action	Deadline	Date Completed	Cost
		Menu				
		Paper Goods				
	Conference with Food Service Director					
		Outside Catering				
		Who?	Contact?			
		Confirmation?				
		Menu				
		Supplies	Supplied by	Deadline	Date Completed	Cost
		CoffeeMaker				
		Coolers #				
		Grills #				
		Table Cloths #				
		Napkins #				
		Table Skirting				
		Dishes				
		Plates				
		Bowls				
		Saucers				
		Cups				
		Glasses				
		Flatware				
		Forks				
		Knives				
		Spoons				
		Service Style	Buffet	At Tables	Cafeteria Style	

Set Up						
Who is Responsible?	Dates Contacted?	What	Action	Deadline	Date Completed	Cost
		Conference with Building Superintendent				
		Tables	Supplied By			
		60" Round				
		6' Rectangle				
		8' Rectangle				
		Other Describe:				
		Chairs	Supplied By			
		Table Covering	Supplied By			

SETUP DIAGRAM:

Committees to Be Used	Who is Responsible?		
Enlistment Deadline:	Members	Contact Information	Meetings Scheduled?
Location			
Set Up			
Food			
Transportation			
Publicity			
Host			

