

St. Aidan's Episcopal Church

Event Planning Form

Name of Event Coordinator:

Phone Number:

Email:

Names of others who will be helping/committee members involved:

The Purpose of Your Ministry/Event

What is the purpose of your ministry/event? (the more detail, the better)

How does this support our mission statement to know Christ and make him known?

Description of this Ministry/Event

Name of the ministry or event?

What vestry pod does your ministry fall under? Have you spoken with a vestry member about this ministry/event?

What do you plan to do?

Who is it for and how many people do you hope will participate?

The Logistics of Your Ministry/Event

What are the proposed date(s) and time(s) (include set up and take down time.)

Will the event be happening at St. Aidan's? If so, which rooms would you like to use? (Name all areas needed.)

Will you need the kitchen? Will you need kitchen supplies such as plates, napkins, cups, silverware, or coffee supplies?

Will you need sound or video for your event? If so, do you have a St. Aidan's-trained and approved person already designated to help with sound, or do you need help finding a person for this role?

Do you plan to have childcare? If so, do you already have workers designated who are Safeguarding God's Children trained and approved as childcare workers? Do you need help finding these people?

Who will make sure the facility is put back in order at the end of the event or ministry (clean and re-organize the rooms used, take out excessive trash, clean dishes, set alarm and lock doors)?

Publicity for this Ministry/Event

Have you created flyers for this event? Do you need them printed? Have you coordinated with Kori about placement around the church?

Do you want this event to go into the church bulletin and weekly email update? If so, please write a blurb you would like included. It will be published for 3 weeks at the maximum, please keep it to 50 words or less.

Do you plan to have signups? Do you want to leave your signup on a table in the Parish Life Center? Have you requested table use in the folder in the lobby of the Parish Life Center?

Ministry and Event Planning Form Expense Worksheet

What are the likely costs for this event?

	Item	cost
1		
2		
3		
4		
5		
6		
	Total Expected Cost:	

How much do you plan to charge participants for this event?

Based on your estimated number of attendees and the amount you plan to charge, will this event cost more than the amount brought in by participants?

If it will cost more than the amount brought in by participants, how do you plan to fund the difference?

If you are planning to use a ministry budget line, who is the person responsible for that ministry budget line, and do you have permission from the person responsible for that budget line?

What will be the impact of this event on that particular budget line?