

CHRIST DOMINION EVENT PLANNING/CHECKLIST FORM  
CHURCH CALENDAR/TRIP REQUEST

EVENT: \_\_\_\_\_ DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

PURPOSE: (Circle one) Worship, Discipleship, Evangelism, Fellowship, Compassion

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PERSON IN CHARGE: \_\_\_\_\_ CONTACT PHONE#: \_\_\_\_\_

MINISTRY REQUESTING: \_\_\_\_\_

FACILITIES NEEDED: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

EQUIPMENT NEEDED: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

List below or attach to this sheet the schedule/agenda for this event and a list of program's participants.

PERSON REQUESTING: \_\_\_\_\_ Phone#: \_\_\_\_\_ Email: \_\_\_\_\_

**Due to Pastor's Itinerary, it may take more than a week to get a response for this event.  
Please give completed form to your Department Leader for a signature of acknowledgement. The form is  
then given to the Church Administrator who will forward to Bishop Miller for approval.**

**PLEASE COMPLETE FOR THE ADMINISTRATIVE OFFICE**

Transportation Needed \_\_\_\_\_ No. of Persons to be Transported \_\_\_\_\_

Time of Departure \_\_\_\_\_ Time of Return \_\_\_\_\_

Estimated Cost for this Event \$ \_\_\_\_\_ Funds Submitted \$ \_\_\_\_\_

.....Response From Administrative Office.....

Event Amount Approval \$ \_\_\_\_\_ By \_\_\_\_\_ Date \_\_\_\_\_

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

DEPARTMENT LEADER'S SIGNATURE

CHURCH APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_

PASTOR'S SIGNATURE

# EVENT CHECKLIST MINISTRY ACTION TEAM

Goal Date	Done	
	√	<b>PLANNING TEAM LEADER</b> _____
_____	_____	Propose Event
_____	_____	Call for volunteers
_____	_____	Schedule meetings with M.A.T. leaders and teams
_____	_____	Announce event in conjunction with Publicity Team
_____	_____	Secure a location for event
	√	<b>PUBLICITY TEAM LEADER</b> _____
_____	_____	Begin generating publicity items: posters, media ads, etc
_____	_____	Get bids for publicity item: posters, media ads, etc
_____	_____	Contract for publicity printing
_____	_____	Write press release, bulletin announcements
_____	_____	Send out press releases
_____	_____	Print announcements in bulletin/church newsletters
_____	_____	Announce event from the pulpit
	√	<b>PROGRAM TEAM LEADER</b> _____
_____	_____	Meet with Planning and Publicity teams
_____	_____	Generate program ideas: theater, live music, storyteller, etc
_____	_____	Invite speaker/entertainers to participate in event
_____	_____	Schedule audio/visual needs
_____	_____	Schedule needed musicians
_____	_____	Notify Publicity of speaker/entertainers/program
	√	<b>DECORATION TEAM LEADER</b> _____
_____	_____	Determine atmosphere of decorations based on type of event: candlelight dinner, picnic, wedding, etc
_____	_____	Decide on decorations/contract for decorating
	√	<b>FOOD TEAM LEADER</b> _____
_____	_____	Plan menu
_____	_____	Determine method of preparation: potluck, catered, Prepared by church members
_____	_____	Purchase food or request bids for catering
_____	_____	Contract for catering
_____	_____	Plan cooking schedule