



WEST POINT EST. 1917
MISSIONARY BAPTIST CHURCH

Event Planning Worksheet

Ministry Name: _____ Ministry Leader: _____

Event Name: _____ Event Date: _____

What type of event is it? _____

What are the specific goals, objectives, and results for this event? _____

Budget Item: Amount

Advertising/Marketing Expenses

\$ _____
 \$ _____
 \$ _____
 \$ _____

Total \$ _____

Talent fees (speaker/ artist) Expenses

Airfare/Transportation \$ _____
 Lodging \$ _____
 Per Diems \$ _____
 \$ _____

Total \$ _____

Printing/Administrative Expenses

Printing \$ _____
 Other \$ _____
 \$ _____
 \$ _____

Total \$ _____

Administration

Postage \$ _____
 Telephone charges \$ _____
 Office supplies \$ _____
 \$ _____

Total \$ _____

TOTAL PROPOSED BUDGET \$ _____

RETURN COMPLETED FORM TO: EXECUTIVE MINISTER

Office Use Only	Date: _____
<input type="radio"/> Approved	
<input type="radio"/> Disapproved: Reason _____	
Bus.Mgr. _____	Pastor _____

