

Ministry Event/Project Planning Form

This form is a guide for planning of events/projects scheduled to occur 90 days or more in the future. It should be completed by the ministry chairperson or leader. Include attachments, as appropriate. Submit this form to the church office at apexfbc@gmail.com. *Ephesians 2:10, ESV: "For we are his workmanship, created in Christ Jesus for good works, which God prepared beforehand, that we should walk in them."*

Ministry Name: _____ Date Submitted: _____

Ministry Leader: _____ Phone/E-mail: _____

Proposed dates for event: Preferred Date/Time: _____ Alternate Date/Time: _____

Type of Event/Program: Church-wide Community Outreach Other _____

Target Audience: Youth Women Men Seniors 65+ All

Location of Event: On-site Virtual _____ Off-Site _____

Note: If the event/project requires preparation on-site/is scheduled to take place on-site, the COVID-19 Strategy Ministry Team will be included in the planning process.

Number of Attendees: _____ Proposed Budget: _____ (Submit Funds Request Form, as appropriate)

Purpose or Desired Outcome of Event/Program:

- A.
- B.
- C.
- D.

Plan of Action: Provide an outline of the event that includes order of activities (If more space is needed, attached documentation).

- 1.
- 2.
- 3.
- 4.

Promotional Plan: What form of marketing will be utilized for the church and/or community? **Note:** The church office will provide template(s) for marketing.

Distribution e-mail Social Media Church Website Flyer Registration Form

Announcement: Include end date/deadline (if applicable)

Speaker/Lecturer Needed: Yes No

Audio/Video Needed: Yes No

Upon completion, submit this form to the church office @ apexfbc@gmail.com for processing.

FOR OFFICE USE:

_____ Checked for date & facility availability to avoid overlap of events

_____ Funds Request Form Finance Office Included (as appropriate)

_____ Reviewed by the COVID-19 Strategy Ministry Team (as appropriate)

_____ Approved by the Pastor

_____ Reserved on Church Calendar

_____ Notified all appropriate ministry chairs to maintain continuity of event (ex. __ Media Support, __ Kitchen Ministry, __ Trustee Ministry, __ Parking Ministry __ Other _____)