



# Broadway Christian Church Event Planning Sheet

## Primary Event Information

Leader \_\_\_\_\_ Best Contact (phone or email) \_\_\_\_\_

Name of Event \_\_\_\_\_ Event Date \_\_\_\_\_

Event Location \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

## Other Leaders

Name	Email	Phone
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

## Check When Completed

- Building Usage Form
- Publication Request Form
- Budget
- Volunteers Confirmed
- Parental Permission Slip / Liability Waiver
- Transportation if needed:
  - Small Bus
  - Big Bus
- Special Requirements
  - Cash Box
  - Security
  - Special instructions to Facilities
  - Speaker
  - Lodging
  - Audio/Visual
  - Other \_\_\_\_\_
  - Other \_\_\_\_\_
  - Other \_\_\_\_\_
- Post Event Review Scheduled

## **EVENT PLANNING QUESTIONS**

**Why are you having this event?**

**Who is the event for?**

**How many people are anticipated at this event?**

**How many people are needed to serve at this event?**

**What are the ways people will serve at this event?**

**How will you recruit people to serve at this event?**

**How will you train people for this event?**

**How many meetings do you need to have?**

**In what ways will you communicate with those serving?**

**What is the budget for the event?**

**What is the budget line item?**

**How will the event be paid for?**

**Is there a cost to participate in the event?**

**How will money/registration information be collected?**

**Is there a registration deadline?**

**Are there scholarships available? Yes/No**

**How do you get a scholarship?**

**What supplies do you need for the event?**

**Is there a theme for the event?**

**Are you planning to have someone teach?**

**Are you planning on having someone sing?**

**Do you need to buy books/curriculum/videos for the event?**

**How will you promote this event?**

**What steps do you need to take to make this event successful?**

**Is there a plan for follow-up after the event? (if applicable)**

**Who is your staff POC?**

**Have you filled out vehicle usage form? Yes/No**

**Have you filled out building usage form? Yes/No**

**Have you filled out publications form? Yes/No**

**(Forms need to be filled out two months prior to the event)**



**Broadway Christian Church  
Event Budget Sheet**

Total Expenses	Estimated	Actual

Site	Estimated	Actual
<b>Cost Per Person</b>		
<b>Totals</b>		

Decorations	Estimated	Actual
<b>Totals</b>		

Publicity	Estimated	Actual
<b>Graphics Work</b>		
<b>Photocopying/Printing</b>		
<b>Postage</b>		
<b>Totals</b>		

Refreshments	Estimated	Actual
<b>Food</b>		
<b>Drinks</b>		
<b>Linens</b>		
<b>Staff and Gratuities</b>		
<b>Totals</b>		

Program	Estimated	Total
<b>Performers</b>		
<b>Speakers</b>		
<b>Travel</b>		
<b>Hotel</b>		
<b>Other</b>		
<b>Totals</b>		