

# **Florida Gardens Baptist Church Event Planning Sheet**

In an effort to become more efficient in our events as a church, this sheet must be filled out and approved before any event can be calendared and occur at FGBC.

- 1) Date and time of the Event:**
  
- 2) If Event is ongoing, what is the expected length of Event (i.e. 6 week Bible study):**
  
- 3) Event Coordinator/Committee(s) Responsible for the Event:**
  
- 4) Place of / Church Facilities Needed for Event:**
  
- 5) Describe your proposed Event:**
  
  
  
  
  
  
  
  
  
  
- 6) Has this Event been done before at FGBC:**
  
- 7) Describe how this Event fulfills the Mission/Vision/Goals of this church:**
  
  
  
  
  
  
  
  
  
  
- 8) Estimate attendance at the Event:**
  
- 9) Describe the intended outcome/follow up for this Event:**
  
  
  
  
  
  
  
  
  
  
- 10) How will this Event be promoted:**

**(See Other Side)**

**11) List any resources that will be needed for the Event:**

**12) What is the total estimated cost of Event: \$ \_\_\_\_\_**

**Breakdown of costs:**

<b>Equipment</b>	<b>Food/Refreshments</b>	<b>Prizes</b>	<b>Resources</b>	<b>Miscellaneous</b>
\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

**13) Who / What group(s) will be paying for the Event:**

**14) What group(s) will be involved with the event? (List below--i.e. Youth, Sound, WOM, etc...). Have these groups approved their involvement?**

- a)
- b)
- c)
- d)
- e)
- f)

**15) What are the expectations/responsibilities of the various group(s) involved:**

- a)
- b)
- c)
- d)
- e)
- f)

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**For Office Use Only:**

**1) Has this event been approved? Yes No**

**2) This event has been approved by: \_\_\_\_\_  
(Pastor, Church Council, Other)**

**3) This event has been added to the church calendar? Yes No**