

Union Baptist Church Event Planning Form

Event Name: _____

Event Contact Person: _____

Cell Phone: _____ **Email:** _____

Proposed Date: _____ **Start Time:** _____ **End Time:** _____

Description:

Ministry

(Please check which ministry will manage the planning of the event.)

- | | | |
|--|---|---|
| <input type="checkbox"/> Children's Ministry | <input type="checkbox"/> Men's Ministry | <input type="checkbox"/> Youth |
| <input type="checkbox"/> Discipleship Ministry | <input type="checkbox"/> Music Ministry | <input type="checkbox"/> College & Career |
| <input type="checkbox"/> Fellowship | <input type="checkbox"/> Women's Ministry | <input type="checkbox"/> Other |
| <input type="checkbox"/> Food Committee | <input type="checkbox"/> Worship Ministry | |

Will the event require other members from the congregation to help plan and execute? Yes No

Purpose

Does the event support our Statement of Purpose? Yes No
(See Purpose Statement on page 2.)

Describe How?

Who is the target audience for this event? *(Check all that applies.)*

- Men Women
 Adults
 Families
 Community
 Pre-School Students
 Elementary School Students
 Middle School Students
 High School Students
 College & Career
 Other *(Please Explain.)*

Financial

Is the cost of the event included within the Annual Church Budget? Yes No

Will the event require added donations from our Congregation? Yes No

Will you be seeking more contributions from outside sources on behalf of the church?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Building / Property Use		
Space required: (Check all that applies.)		
<input type="checkbox"/> Activity House	<input type="checkbox"/> Athletic Field	<input type="checkbox"/> Bus
<input type="checkbox"/> Kitchen	<input type="checkbox"/> Old Kitchen	<input type="checkbox"/> Sanctuary
<input type="checkbox"/> Youth Room	<input type="checkbox"/> Parking Lot	<input type="checkbox"/> Classrooms (Which ones?)
<input type="checkbox"/> Fellowship Hall	<input type="checkbox"/> Fellowship Hall Lobby	<input type="checkbox"/> Vestibule
<input type="checkbox"/> Trailer		
Will the temperature need to be adjusted from its regular settings during the week?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Marketing / Promotion		
Does the event need to be listed in the Bulletin or Announced from Pulpit?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the event need to be listed on the Website?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the event need to have a Facebook Ad?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the event require Signage?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the event require any of the following?		
Flier <input type="checkbox"/> Yes <input type="checkbox"/> No	Banner <input type="checkbox"/> Yes <input type="checkbox"/> No	Brochure <input type="checkbox"/> Yes <input type="checkbox"/> No
Does your event need to be included in Pre-Service Slides?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Registration		
Will you be using a table(s) in the Vestibule or downstairs Lobby for registration?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will registration for the event be conducted by one of the following?	<input type="checkbox"/> Email	or <input type="checkbox"/> Online
Technical		
Will the event require Audio? (Microphone, sound amplification, equipment)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will the event require Projection and/or Video Assistance?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Safety		
Will the event need review and/or assistance from Church Security Team?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will the event need someone to open and close the building(s)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Custodial		
Will the event require custodial preparation prior to the event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will the event require custodial cleaning for the event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Decorations		
Will the event require decorations for the event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Purpose Statement of Union Baptist Church

We believe that the church exists for the purpose of

- Worshipping God (*Exaltation*)
- Equipping and building the believers to do the work of ministry (*Edification*)
- Reaching people of this community and the world with the Gospel (*Evangelism*)