



EVENT PLANNING FORM

Submit completed form to Lisa Copelin (sjbc_ministryadmin@stjohnbaptistchurch.org) 6-8 weeks prior to the event.

Today's Date: _____ Ministry Name: _____

Event Organizer's Name: _____

Contact Information: Phone: _____ E-mail: _____

Event Name or Title: _____

Place event will be held: _____

Date and Time of Event: _____

Note: Events cannot be scheduled on Midas or placed in the bulletin until a Planning Form is submitted and approved.

What is the Purpose?

What are your objectives that will guide this activity?

What are the expected outcomes?

Who is your target audience? Please be specific, events should not be for “everyone” (ex. youth, seniors, un-churched, gender)

What attendance are you expecting? _____

PART II

Action Steps

Activity	Individuals responsible for activity	Proposed dates for completion
Budget prepared with anticipated itemized expenses and income (if applicable). If necessary you can add a separate sheet.	Who will be responsible?	Date Done
Activity Outline: give a detailed outline of the program, worship service or event to be held. If necessary you can add a separate sheet.	Who will be responsible?	Date of completion
Marketing: If marketing is requested for the event, please complete the marketing form. https://docs.google.com/forms/d/e/1FAIpQLSfc8bUMv9VTdoUc1-IKt1-YflkXShDbn6gH9MpH8M79BjzoHg/viewform?usp=sf_link	Who will be responsible?	Dates of Completion

Activity	Individuals responsible for activity	Proposed dates for completion
<p>If you are planning a Worship Service or program in the sanctuary or Fellowship Hall please contact:</p> <p>A. Minister of Music to discuss music and A/V needs.</p> <p>B. Head Usher, Sis. Precious Cade for scheduling ushers if applicable</p>	<p>Who will be responsible?</p> <p>A.</p> <p>B.</p>	<p>Date of completion</p> <p>A.</p> <p>B.</p>
<p>Kitchen Form must be completed for all fellowship and submitted 6 weeks prior to the event KITCHEN IS CURRENTLY CLOSED</p>	<p>Who will be responsible?</p>	<p>Date of completion</p>
<p>Clean-up: Each Event must have a clean-up committee to assure the room is left in proper order (all items not belonging to the church are to be removed, chairs and tables returned to proper places)</p>	<p>Who will be responsible?</p>	<p>Dated of completion</p>
<p>Room and Facility Reservations: Make sure your event is placed on Midas (our electronic reservation scheduler) and Rev. John West is alerted via: jwest@stjohnbaptistchurch.org or 410-992-6977.</p>	<p>Who will be responsible?</p>	<p>Date of completion</p>