

Event Details

Date(s) and Time(s): _____

Purpose: _____

Theme: _____

Location: _____

Event Budget

Use the "Event Budget Planning Template" to identify all anticipated costs and revenues for the event. The "Event Budget Planning Template" can be downloaded from the FBCSF website under the "Resources" section.

Event Marketing

Registration (Circle the appropriate answer): Yes or No

If "yes," what is the start/close dates for registration? _____ / _____

Marketing Methods (Check all that apply):

_____ Worship Guide (Date: _____)

_____ Textmark (Date: _____)

_____ Facebook (Date: _____)

_____ Other: _____ (Date: _____)

Event Activities

Provide an outline of the event schedule that includes order of activities and the estimated time schedule for the planned activities.

Event Food

Identify the number of meals and/or snack breaks that will be provided at the event. For each identified meal or snack, list the planned food and drinks that will be provided.

No. of Meals: _____

Meal Plan(s): _____

No. of Snacks: _____

Snack Plan(s): _____

Event Set-up

Date: _____

Time: _____

Volunteers: _____

Event Clean-up

Date: _____

Time: _____

Volunteers: _____

Event Responsibilities and Volunteers

List key responsibilities and assigned volunteer(s) for the event.

Responsibility

Volunteer(s)

Event Volunteer Communication

- _____ Send copy of completed event planning guide to the event team.
- _____ Send out planning guide reminder to volunteers one-week before event.
- _____ Send out first reminder to participants one-week before event.
- _____ Send out final reminder to volunteers and participants the day before the event.