

New Bethel Baptist Church

4212 Greenwood Drive

Portsmouth, VA 23701

Church: (757) 465-3241 Fax: (757) 465-3285

www.newbethel.info

Bishop James M. Whitaker, Pastor

Rev. Dr. Mark M. Whitaker, Assistant Pastor

MINISTRY EVENT PLANNER

1. Name of Sponsoring Ministry/Ministries:

Ministry Chairperson(s):

Name	Phone	Email
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Name	Phone:	Email:
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2. Brief Description of Ministry Project:

3. Date(s) of Service Project:

4. Type of ministry project: Fellowship, Community Outreach, Fundraiser, Worship, Ministry Development, Evangelism, Other:

5. Budget:

Will this project raise funds? _____ yes _____ no

If yes, what is the fundraising goal? \$_____

Will this project require church funds to cover expenses? _____ yes _____ no

If yes, estimated amount required \$_____

Please complete attached Budget Sheet

6. Theme and Scripture Reference (If applicable): _____

7. **Participants (If applicable):** Please provide the names of persons that will participate on the printed program: i.e. speakers, dance groups, musicians, worship leaders, choirs etc.

Worship Leader: _____

Reading of Scripture: _____

Prayer: _____

Welcome: _____

Introduction of Speaker: _____

Acknowledgements / Announcements: _____

Other (Explain/Name): _____

8. **Set Up:**

a. **Location:** Sanctuary ____ Crystal Room ____ Other _____

b. **Table Set Up: Number of Tables and Seats:**

c. **Head Table Required?** ____ yes ____ no **Number at HT:** _____

d. **Podium Needed? (Middle of Head Table)** ____ yes ____ no
Podium Needed? ____ yes ____ no

e. **Recorded Music Required?** ____ yes ____ no
Musician Required? ____ yes Which instruments? _____

f. **Number of Microphones Needed:**

9. **Food Required?** ____ yes ____ no **Tickets:** ____ yes ____ no
If yes, please itemize proposed menu here:

10. **Set up, greeters, hostesses, and cleanup:** Please complete the attached sheet