

# CALVARY CHAPEL CROSSROADS

## Church Event Planning Form

### Event Goal

It's always helpful to understand what the goal of an event is. Here are some questions you need to ask:

- Is this event to provide fellowship?  Yes  No
- Is it a community outreach?  Yes  No
- Is it a fundraiser to raise money for a cause?  Yes  No

Depending on the event goal, the planning can vary. Make sure your planning team understands the why behind the event.

### Event Budget

It's critical that before planning for any church event should always begin with an event budget. Here are some questions you need to ask:

- How much money is available to support the event?  Yes  No
- Will there be any money raised at the event?  Yes  No
- Is this event strictly an opportunity to give back to the congregation or community?  Yes  No
- Did you include marketing materials, decorations, food, entertainment, equipment rental and supplies in your event budget?  Yes  No

### Church Event Theme

Every event should have an identified theme that helps determine all other supporting aspects of the happening. Here is a question you need to ask:

- Do you have a theme (Example: Mexican theme dictates the kind of food, decorations, music and atmosphere) to help create the atmosphere?  
 Yes  No

What is your theme: \_\_\_\_\_

### Church Event Marketing

Attendance for events is only as high as the church's ability to get the word out or advertise for the event. Here are some questions you need to ask:

- Is the event solely for the church?  Yes  No
- Are you posting the event on the church website?  Yes  No
- Is the event open to the community?  Yes  No
- Are you posting the event on the church bulletin?  Yes  No
- Are you announcing the event at church services?  Yes  No

Who is the target audience for the event? \_\_\_\_\_

## Event Activities

Activities are the fun part of every church event and they provide the guests with things to do. Here are some questions you need to ask:

- Are you planning to have games for the event?  Yes  No
- Do you have the supplies you need for the activities?  Yes  No
- Do you have instructions for the activities?  Yes  No
- Do you have prizes? How will they be awarded?  Yes  No

## Event Food Planning

The food can help create a very memorable experience for the guests. Here are some questions to ask:

- Are you going to cater the food?  Yes  No
- Do you have church volunteers preparing the food?  Yes  No
- What is on the menu? \_\_\_\_\_
- Do you have adequate paper goods?  Yes  No

## Event Set Up and Tear Down

Here are some questions you need to ask:

- Do you have a group to set up and tear down the event?  Yes  No
- Do have a backup in the event some does not show up?  Yes  No

## Event Decorating

To help create a fun atmosphere and reinforce your event theme you need decorations. Here are some questions you need to ask:

- Do you have a team to decorate the event?  Yes  No
- Did you have the event decorations approved first?  Yes  No

Event Date: \_\_\_\_\_

Event Leader: \_\_\_\_\_

Event for what ministry: (circle one) Children's Ministry – Youth Ministry – Church – Women's Ministry – Men's Ministry – Other.

Details about the event:

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Submitted By: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Approved By: \_\_\_\_\_

Date Approved: \_\_\_\_\_

Note: All ministry events must be submitted 30 days in advance and receive Pastoral approval.