



Greater Bethlehem Temple Church

MINISTRY EVENTS PLANNING GUIDE

Dear Ministry Leader,

You've been selected to coordinate ministry events for GBTC. Whether you look forward to this task eagerly or with reservations, keep in mind that you are doing ministry, and it's important in the life of our church.

Your church staff wants to help you be successful. To that end, we have developed this packet to assist you in anticipating the many details that need to be coordinated. Some of these details might not apply to your event, but it will be beneficial for you to consider each one and make that determination. You might find that we have left something out. If we have, please let us know, so we can make this publication better for those who use it next.

Remember, you are doing something for the Kingdom of God! Use the spiritual gifts and talents God has given to you for this purpose and enjoy what you are doing for Him! And, know that we are here to help you along the way.

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FORMS, GUIDES AND OTHER HELPFUL TIPS

The **Event Planning Master Sheet** should be used to request the date(s) and any facilities—even if the event is off campus. This form must be completed and returned to the Communications Office as far in advance of the event as possible, but no later than 3 weeks before the event—even for events planned for other locations. This document helps our administrative team anticipate your needs and schedule workflow in such a way that we can be the most helpful to you in planning your event.

To ensure that reservations, deadlines for publications, mailings and other important stuff gets done on time, the annual and monthly **Planning Calendars** included in this packet can help you map out the progress of your event. You may want to work backwards from the event date (e.g., date invitations are to be mailed, date the caterer needs a head count, date a contract needs to be returned, etc.)

TIP: Facility reservations, caterers, speakers and other arrangements often need to be made several months (sometimes more) in advance of an event. You'll want to make sure you allow enough time to reserve space, services and speakers.

The **Financial Worksheet** will help you keep track of your spending, and anticipate the need for additional funding. If you have questions about how much money is available in the budget for your event, please contact the budget officer.

As the event gets closer you'll find that there are MANY little details that pop up and can cause a great deal of stress or can actually hinder the event. You will find a **Task List** to use to assist you in making the list of tasks and getting them done in advance. Planning and anticipation of things that can happen to get you off course will help you stay focused with less stress at the end of the timetable.

TIP: Write these details down as they come to you – don't wait.

The **Event Program form** will help you “walk through” the event with your team members. Time each activity and make sure to leave catch-up periods for unavoidable delays and the unexpected. Remember, there are always surprises.

TIP: Remember to communicate time limits well in advance to speakers, musicians and other participants.

The **Plan B/“What If” form** is necessary for a variety of reasons. What if the main speaker is unable to come at the last minute? What if the caterer is late? What if you

need more tables and chairs? The Plan B form will help you make a list of possible common problems and plan solutions before the event.

After the event you will want to evaluate to see what went well or where improvements can be made. You can use the **Event Evaluation form** with your event team as a tool to help you discuss the event with a critical eye.

With prayer, careful planning and continual communication with team members, church staff and those you want to reach, we're confident your ministry event will be a blessing to all involved. Remember, your church staff is here to help, so don't hesitate to call on us as you prepare for the event.

EVENT PLANNING MASTER SHEET

Ministry _____

Event Planner's Name and Preferred Contact _____

Event Name _____

How does this event support our vision? _____

Description of Event (will be used in all publicity) _____

Date(s) and Time(s) of Event _____

Location _____

Is advance registration required? _____ Deadline to Register _____

Is participation limited? _____ How many may register? _____

Cost per Person _____ Deadline for Payment _____

Are registration, release or permission forms required? _____

(Please provide copies of required forms to the Communication Office to be added to the website)

Is Church Office administrative assistance needed? (see list on reverse) _____

Budget \$ _____ Fundraising \$ _____ Total \$ _____

Major Elements (check all that apply):

- | | |
|--|---|
| <input type="checkbox"/> Church Calendar | <input type="checkbox"/> Publicity |
| <input type="checkbox"/> Invitations | <input type="checkbox"/> Ticket Sales |
| <input type="checkbox"/> Special Speaker(s) | <input type="checkbox"/> Decorations |
| <input type="checkbox"/> Guest Musician(s) | <input type="checkbox"/> Travel |
| <input type="checkbox"/> Venue Reservation (for events at other locations) | <input type="checkbox"/> Technology (see list on reverse) |
| <input type="checkbox"/> Lodging | |
| <input type="checkbox"/> Honoraria/Fees | |
| <input type="checkbox"/> Food | |
| <input type="checkbox"/> Other _____ | |

TECHNOLOGY NEEDS

Point of Contact for Technology _____

Preferred Means of Contact _____

Please check all that apply:

- Sound Technician
- Worship Center Sound System
- Projector
- Screen
- Laptop
- DVD
- VCR

- CD Player
- TV
- Other _____

CHURCH OFFICE SUPPORT

Point of Contact for Administrative Tasks _____

Preferred Means of Contact _____

Please check all that apply:

- Flyers
- Brochures
- Tickets
- Sign-Up Sheets
- Registration Forms
- Invitations
- Postcards
- Special Order Paper/Supplies
- Programs/Bulletins

- Website Announcement
- Weekly Email Promo
- Labels
- Mailing(s)
- Handouts
- Color Printing (charged to Ministry budget)
- Other _____
- Other _____
- Other _____

Note: Calendar requests are processed as quickly as possible, however, please allow several days for confirmation that the date/time/place you have requested has been confirmed. Please also understand that for events at other facilities, we are constrained by their timeframe for a response, and confirmation may take a week or more. Helpful Hint: Reserving your space early is **ALWAYS** better. You will be notified when your request is processed. Please contact the Communication Director with questions or concerns.

OFFICE USE ONLY:

Date Request Received: _____ Date Request Reviewed: _____ Date Request Processed: _____

Calendared By: _____ Date: _____

Copies to: _____ Date: _____

FINANCIAL WORKSHEET

INCOME

Budgeted Amount \$ _____
Ticket Sales \$ _____
Fundraising \$ _____
Other \$ _____

TOTAL INCOME

\$

EXPENSES

Speaker(s)/Musician(s)/Other Guests

A. Travel/Airfare \$ _____
B. Honoraria/Fees \$ _____
C. Lodging \$ _____
D. Meals \$ _____
E. Local Transportation \$ _____
F. Other \$ _____

Subtotal \$ _____

Event Meal(s)

A. Caterer \$ _____
B. Centerpieces \$ _____
C. Tablecloths \$ _____
D. Favors \$ _____
E. Other Decorations \$ _____

Subtotal \$ _____

Publicity

A. Newspaper \$ _____
B. TV \$ _____
C. Radio \$ _____
D. Mailing(s) \$ _____
E. Other (include costs for printing/paper, etc.) \$ _____

Subtotal \$ _____

Venue

A. Facility Rental \$ _____
B. Equipment Rental \$ _____
C. Other \$ _____

Subtotal \$ _____

TOTAL EXPENSE

\$

ANNUAL PLANNING CALENDAR

MONTHLY PLANNING CALENDAR

SUNDAY ____	MONDAY ____	TUESDAY ____	WEDNESDAY ____	THURSDAY ____	FRIDAY ____	SATURDAY ____

TASK LIST

ACCOMPLISH THIS TASK	WITH THIS PERSON'S HELP	BY THIS DATE/TIME	DONE?

EVENT PROGRAM

AT THIS TIME	THIS ACTIVITY OCCURS	INVOLVING THIS DETAIL

PLAN B OR THE "WHAT IF" PLAN

Type of Concern	If this happens (describe briefly)	Possible Changes	Contact Information
Problem with Speaker			
Problem with Caterer			

Caterer	Name: Phone Number:
Facility	Name: Phone Number:
Backup Speaker	Name: Phone Number:
Backup Musician	Name: Phone Number:
Other Important Numbers	Name: Phone Number: Name: Phone Number:

EVENT EVALUATION

EVENT NOTES

