



EVENT INFORMATION

Event Name:						
Requested Date:		Alternate Date		Alternate Date		
Location:						
Event Leader Name:						
Contact Number:			Email			
Assistant Event Name:						
Contact Number:			Email			

EVENT PLANNING TEAM

Name	Contact Number	Email Address

FOR OFFICE USE ONLY

Date Received		Initials	
Date Returned		Initials	

Date Approved		Initials	
Date Returned		Initials	

Return Notes	
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EVENT PLANNING PACKET OVERVIEW

Event Planning Guidelines:

- All events must align with the stated vision of Greater Fellowship Christian Church
- Any activity outside of your regular meetings is considered to be an event
- Complete a packet for each event you are hosting (on or off-campus)
- Submit each packet six months before the event for review and approval.
- Meet with team members, office staff, and/or finance staff as needed
- No money should be spent before getting approval
- **GUESTS/PARTICIPANTS SHOULD NOT BE INVITED WITHOUT WRITTEN APPROVAL**

Outline The Overall Project:

- Identify who, what, where and how
- Establish a budget
- Identify Vendors (Catering, Entertainment, Off-Site Locations, etc.)
- Identify needed ministry support (Sound, Music, Greeters, etc.)
- Determine team meeting dates
- Delegate tasks
- Determine the timeline of the event
- Check the church calendar to eliminate conflicts
- Plan rehearsals if necessary
- Submit Event Packet to gfcevents@gmail.com
- EVENT MUST BE FINALIZED 30 DAYS PRIOR TO EVENT DATE**

EVENT PLANNING TIMELINE EXAMPLE					
EVENT TO INCLUDE OUTSIDE GUEST			IN-HOUSE EVENTS		
Month Of Event	Due 6 Month Before Event	Finalized 1 Month Before Event	Month Of Event	Due 3 Month Before Event	Finalized 1 Month Before Event
January	July	February	January	October	December
February	August	March	February	November	January
March	September	April	March	December	February
April	October	May	April	January	March
May	November	June	May	February	April
June	December	July	June	March	May
July	January	August	July	April	June
August	February	September	August	May	July
September	March	October	September	June	August
October	April	November	October	July	September
November	May	December	November	August	October
December	June	January	December	September	November

EVENT TO INCLUDE OUTSIDE GUEST

Example: A ministry is having a guest presenter come in to provide training to their group on April 12, 2025. The team must submit the completed Event Planning Packet to the office by October 12, 2024. All of the details of the event are to be finalized by May 12, 2025.

IN-HOUSE EVENTS

Example: A ministry is having a guest presenter come in to provide training to their group on April 12, 2025. The team must submit the completed Event Planning Packet to the office by January 12, 2025. All of the details of the event are to be finalized by March 12, 2025.

EVENT PLANNING BUDGET WORKSHEET

Identify/establish a contact person in each area. List details and any other pertinent information.

Event Projected Expense		Enter Amount as a Negative Number ex -000.00	
Description	Vendor/Contact Person	Details (item, quotes, quantity, production time, etc.)	Amount
Decorations			
Guest Flight			
Guest Hotel			
Guest Meals			
Guest Soloist			
Guest Speaker			
Guest Speaker			
Food / Refreshments			
Program Participant Gift(s)			
Program Participants			
Program Participants			
Program Participants			
Program Participants			
Registration Material			
Reception Rental			
Registration Supplies			
Welcome Basket in Guest Hotel Rm			
PROJECTED EXPENSES TOTAL			
Event Projected Income			
Description	Vendor/Contact Person	Details (item, quotes, quantity, production time, etc.)	Amount
Fundraisers/Tickets			
Donations/Offerings			
Registrations			
PROJECTED INCOME TOTAL			
PROJECTED PROCEEDS (Income minus Expenses = Proceeds)			

MEMBER ASSESSMENTS/DONATIONS

Identify if this event will ask for monetary assessments or donations to assist with the event.

Check all that apply.

<input type="checkbox"/> Individual Amount		<input type="checkbox"/> Household Amount		<input type="checkbox"/> Ministry Amount	
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Describe and/or list donations that will be needed/requested from membership for the event.

EVENT PLANNING ACTIVITY CHECKLIST

The following is a list of key items that need to be addressed in event planning. Depending on the type of event that you are hosting, all items may not apply. Additionally, there may be some things that you are planning which have not been included in this list. This list is meant to help with the framework of planning for your event. Once you have outlined all of the necessary steps, you are to identify/establish a contact person in each area and track all communication with them.

Check all that apply.

	Vendor/Ministry	Contact/Vendor/ Ministry Leader	Event Team Member Contact	Date Confirmed
<input type="checkbox"/>	Greeters			
<input type="checkbox"/>	Hospitality			
<input type="checkbox"/>	Announcements			
<input type="checkbox"/>	Facility Opening/Closing			
<input type="checkbox"/>	Music/Choir			
<input type="checkbox"/>	Musicians			
<input type="checkbox"/>	Protocol			
<input type="checkbox"/>	Registration Table			
<input type="checkbox"/>	Reserved Parking			
<input type="checkbox"/>	Set-up / Clean-Up Crew			
<input type="checkbox"/>	Sound Technician			
<input type="checkbox"/>	Special Seating Arrangements			
<input type="checkbox"/>	Welcome Letter in Hotel			
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				

PROPOSED REHEARSAL DATES (IF NEEDED)

Date	Start Time	End Time	Location

EVENT PLANNING WORSHIP SERVICE TIMELINE

Any changes to the worship service format must first be approved by the office.

EXAMPLE SERVICE TIMELINE	Function	Max. Allocated Time
	Praise & Worship	10 -15 minutes
	Greeting	5 minutes
	Music Ministry/Dance	10 minutes
	Special Appearance	3 minutes
	Special Acknowledgements	3 minutes
	Offering Appeal	3 minutes
	Offering	10 minutes
	Introduction of Speaker	3 minutes
	Special Music/Dance	10 minutes
	Spoken Word	50 minutes
	Invitation to Discipleship	10 minutes
	Remarks	5 minutes
	Benediction	3 minutes
LENGTH OF SERVICE		2 HOURS 7 MINUTES

EVENT PLANNING TIMELINE

This format is to be used when the event is not a worship service.

Allocated time for each function should be aligned with what is designated for a worship service.

Service should not exceed 2 ½ hours.

Ministry Description	Allocated Time	Ministered By
Invitation to Discipleship	10 minutes	
Remarks	5 minutes	
Benediction	3 minutes	
LENGTH OF SERVICE		