

**HOUSEHOLD OF FAITH CHRISTIAN FELLOWSHIP CHURCH
EVENT PLANNING CHECKLIST**

Ministry: _____

Ministry Coordinator: _____ Ministry Director: _____

1 YEAR OUT: Pre-Event Planning

Proposed date of event: _____ Time: _____

Purpose of Event: _____

Theme: _____

Location of Event: _____

Guest Speaker (must be approved prior to contacting speaker)

Honarium \$ _____

Travel \$ _____

Accommodations \$ _____

Printing

Programs \$ _____

Tickets \$ _____

Invitations \$ _____

Advertising \$ _____

Gifts/Prizes/Awards \$ _____

Food \$ _____

Set budget limit \$ _____

Projected Attendance _____

Prepare and mail letters to potential event sponsors requesting consideration in their budget (Provide list of possible sponsors, addresses and Point of Contact)

Remarks: _____

Date Submitted: _____ By: _____

Date Received: _____ By: _____

Approved by Initials: Pastor Hooper / Pastor Val: _____ Date: _____