

Event Planning Worksheet

Ministry Team: _____ Name of Event: _____

Purpose of Event/Event Goals/Event Execution

Planning Checklist:

- Budget
- Manpower needs
- Room setup
- Supplies List
- Event request form
- Event approval
- Other:

Event Scheduling Time Table	
1 year	
6 months	
3 months	
2 months	
6 weeks	
1 month	
3 weeks	
2 weeks	
1 week	