

Event Planning Worksheet

Event Planner: _____

Proposed Event: _____

Proposed Date of the Event: _____ Time: from _____ to _____

Purpose of Event: _____

Event Plan

1. Are there any church events already scheduled for this date? (See the church website at <http://fbcoj.org/events.htm>) _____
2. How many people do you need to make the event happen?

3. What is the purpose of the event? _____
4. Do we have the resources to make it happen? _____
5. Who is your audience? Who will this event serve? _____

6. How does this event meet the goals of loving God, loving others, and serving the world?

7. How does this event meet the goal of outreach? _____

8. By the close of this event we hope to: _____
9. Is this a recurring event? What was the success level the previous year? Is there any documentation from the previous year's planning that can be used for this event?

