



## Event Planning Process- Instruction Sheet

- STEP 1: PRAY, PRAY, PRAY!**  
Seek God's will and help as you plan the event. *"Unless the LORD builds the house, its builders labor in vain."* (Psalm 127:1a).
- STEP 2: APPROVAL:**  
The **Event Planning and Approval for (Form CF113A & Form CF113B)** must be completed in its entirety and presented to the Ministry Director for approval. The **Announcement Form (CF101), Event Budget Worksheet (CF 113C), Event Resource Worksheet (Form CF 113D) and Room Request Form (CF 114)** must be submitted at the same time. **The Event Approval Form should be submitted at least 6 weeks prior to the event.** After approval by the ministry Directory, submit the form to the Church Office for final approval. Complete the **6-Point Proposal Form (CF 113A) ["Who, What, When, Where, Why"]**. Provide as much details as possible.
- STEP 3: SENIOR PASTOR APPROVAL:**  
This step must be done even if the event is included on the church calendar. Provide an **estimated cost** for event. Attach an **Event Budget Worksheet (Form CF113C)** with the proposal for final approval. Once the Ministry Director has approved the **Event Planning Form**, Pastoral approval is the final step.
- STEP 4: COMMITTEE:**  
**After the event has been approved, identify and appoint a team that will be responsible for the general oversight, management, and execution of the event and clean up.** A Chairperson and/or Committee must be appointed (and approved by Ministry Director) who will provide general oversight and management of the event and serve as the event's Point-of-Contact. A list of volunteers should be established, who will be assigned specific tasks for the event.
- STEP 5: PUBLIC RELATIONS:**  
Successfully promote the event so that the event ministers effectively to God's people. **The Announcement Form (CF 101)** should be submitted to the Church Office at least 4 weeks prior to the event.
- STEP 6: CHECK REQUEST:**  
**The Check Request/Disbursement Voucher (CF 102)** must be submitted to the Ministry Director and Senior Pastor for event funding. Following event funding approval, the check request or purchase requisition can be submitted for purchase of resources or reimbursements. The Director will submit the Voucher to the Church.
- STEP 7: POST EVENT:**  
**Event Evaluation:** Submit an evaluation of the event to the Ministry Director so that the success and effectiveness of the event from conception through execution can be determined.  
**Follow-Up-Correspondence:** Letters of encouragement and gratitude should be sent (**within 2 weeks**) to those involved in planning and executing the event.