



Broadway Christian Church Event Planning Sheet

Primary Event Information

Leader _____ Best Contact (phone or email) _____

Name of Event _____ Event Date _____

Event Location _____ Start Time _____ End Time _____

Other Leaders

Name	Email	Phone
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

Check When Completed

- Building Usage Form
- Publication Request Form
- Budget
- Volunteers Confirmed
- Parental Permission Slip / Liability Waiver
- Transportation if needed:
 - Small Bus
 - Big Bus
- Special Requirements
 - Cash Box
 - Security
 - Special instructions to Facilities
 - Speaker
 - Lodging
 - Audio/Visual
 - Other _____
 - Other _____
 - Other _____
- Post Event Review Scheduled

EVENT PLANNING QUESTIONS

Why are you having this event?

Who is the event for?

How many people are anticipated at this event?

How many people are needed to serve at this event?

What are the ways people will serve at this event?

How will you recruit people to serve at this event?

How will you train people for this event?

How many meetings do you need to have?

In what ways will you communicate with those serving?

What is the budget for the event?

What is the budget line item?

How will the event be paid for?

Is there a cost to participate in the event?

How will money/registration information be collected?

Is there a registration deadline?

Are there scholarships available? Yes/No

How do you get a scholarship?

What supplies do you need for the event?

Is there a theme for the event?

Are you planning to have someone teach?

Are you planning on having someone sing?

Do you need to buy books/curriculum/videos for the event?

How will you promote this event?

What steps do you need to take to make this event successful?

Is there a plan for follow-up after the event? (if applicable)

Who is your staff POC?

Have you filled out vehicle usage form? Yes/No

Have you filled out building usage form? Yes/No

Have you filled out publications form? Yes/No

(Forms need to be filled out two months prior to the event)



**Broadway Christian Church
Event Budget Sheet**

Total Expenses	Estimated	Actual

Site	Estimated	Actual
Cost Per Person		
Totals		

Decorations	Estimated	Actual
Totals		

Publicity	Estimated	Actual
Graphics Work		
Photocopying/Printing		
Postage		
Totals		

Refreshments	Estimated	Actual
Food		
Drinks		
Linens		
Staff and Gratuities		
Totals		

Program	Estimated	Total
Performers		
Speakers		
Travel		
Hotel		
Other		
Totals		