

Event Planning Form

Event:

Date:

Ministry Team/Planning Group:

Contact Person:

Phone:

Email:

1. Give a short description of the event you are planning.
2. What is the goal/purpose of the event? How does it pertain to the BLC mission, vision, beliefs and/or values (found here: <https://bethlehem-lutheran.net/about-us/>)

3. Who is part of the event planning team?

4. What might you need from the congregation, council, staff, other ministry teams or community partners? How will you invite others to participate in the event and/or planning of it?

5. What is the budget for your event? Is your event in the BLC Annual Budget? Do you need to fundraise (remember fundraisers require council approval)? Are you able to submit a request for a Thrivent Action Team grant?

6. Who is responsible for the following tasks?

Task	Deadline	Responsible Person
Approval from Council, President, Pastor, or FF Director (at least 1 month before event)		
Scheduling Time and Space on the Church Calendar		
Reserving items such as TVs, bus, etc.		
Financial Needs such as council approval or TAT application		
Set Up on the day of the event		
Clean Up on the day of the event		

7. What is the timeline for your event? (You can fill in this chart or write

Task	Deadline

8. When will your planning team meet to review the event? (This is particularly important if the event will happen again!)