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	

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