



Church Planning Sheet

Event/Activity: _____

Sponsoring Board: _____

Key Contact: _____

Target completion date: _____

Key Activities and Dates to Prepare for activity
(i.e. Recruit Volunteers, Planning Meetings, Order Material)

Date	Key Activity

Approximate Budget Required: _____

Number of Volunteers needed: _____

Is Pastor Jeff's attendance requested? _____ Yes _____ No

Facilities and Equipment Requirements (Please circle all that apply)

- | | | | | |
|--------------|-------------|-----------------|--------------------|-----------|
| Sanctuary | Narthex | Conference Room | Multi-Purpose Room | Classroom |
| Audio/Visual | Parking Lot | Shelter House | Baseball Field | Kitchen |

Is a communication required? _____ Yes _____ No

If yes, (Please circle all that apply)

- | | | | | | |
|----------------|--------------------|------------|----------------|---------------------|--------------|
| TV Video Board | Announcement Sheet | Newsletter | Bulletin Board | Narthex Table Space | Outdoor Sign |
|----------------|--------------------|------------|----------------|---------------------|--------------|

Comments or other information:
