

THE EVENT PLANNING TEAM

1. What is the name of this event?															
2. What date is scheduled for this event?															
3. What time is scheduled for this event?															
4. What ministry is sponsoring this event?															
5. Who is the Event Coordinator for this event? (This can only be one person)															
6. What is the coordinator's phone number?															
7. What is the best time of day to reach the Event Coordinator?															
8. What is the Event Coordinator's Email address? (This will be used only as a means of contact regarding this event.)															
9. Who is the Assistant-Coordinator for this event?															
10. What is the Assistant-Coordinator's daytime phone number?															
11. List the names of any others serving on the planning committee for this event.	<table style="width: 100%; border-collapse: collapse;"> <tr><td style="border: none;">1.</td><td style="border: none;"></td></tr> <tr><td style="border: none;">2.</td><td style="border: none;"></td></tr> <tr><td style="border: none;">3.</td><td style="border: none;"></td></tr> <tr><td style="border: none;">4.</td><td style="border: none;"></td></tr> <tr><td style="border: none;">5.</td><td style="border: none;"></td></tr> <tr><td style="border: none;">6.</td><td style="border: none;"></td></tr> <tr><td style="border: none;">7.</td><td style="border: none;"></td></tr> </table>	1.		2.		3.		4.		5.		6.		7.	
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7.															
Signature of Event Coordinator:															
Signature of Ministry President/Chairperson (if different than the Event Coordinator): By signing, I am acknowledging that I have reviewed and approved the plans for this event.															
Signature:															
Signature of Deacon Advisor (or Deacon Chairperson): By signing, I am acknowledging that I have reviewed and approved the plans for this event.															
Signature:															

EVENT PLANNER CHECKLIST

	(✓)
✓ Complete the Event Outline	
✓ If you answer yes to any of these questions, please complete a Request for Use of Church Building/Property: 1. Are you having the event in the church? 2. Do you need to use tables, chairs or any other equipment that belongs to the church? 3. Do you need to retrieve items from the shed?	
✓ If you answer yes to any of these questions, please complete a Food Service Request: 1. Will you be serving food during the event? 2. Do you need tablecloths, plates, utensils, etc?	
✓ If you answer yes to any of these questions, please complete an Announcement Request: 1. Do you want information about this event verbally announced? 2. Do you want information about this event printed in the bulletin announcements?	
✓ If you answer yes to any of the following questions, please complete a Visual Communications Request form: 1. Do you need flyers or other specially designed materials for the event? 2. Would you like information about this event on the church's website? 3. Do you need video and/or audio recordings of the event? 4. Do you need the sound system and microphones for the event?	
✓ If you answer yes to this question, please complete a Request for Use of Church Vehicle: 1. Do you need to use the Church Vans for the event?	
✓ If you answer yes to this question, please complete a Security Request form*: 1. Do you need security for your event?	
✓ If you answer yes to this question, please complete a Requisition <u>AND</u> a Budget Breakdown form*: 1. Will you need to use funds from the ministry's budget for supplies, food, an honorarium, etc?	
✓ If you need to do any setup prior to the event or any breakdown, complete a Manpower Worksheet.	

*The Requisition form is not included in the Event Planner Packet.

3. What are your goals for this event? (Consider how you will achieve them.)

Attendance Goal:

Other Goals:

4. Additional items you are including in the Event Planner Packet. Please check all that apply:

Order of Service or Program

Guest Speaker Bio

Travel Itinerary

Flyer

Cover Letter

Copy of Outgoing Correspondence

Copy of handouts

Other included information (please list)

Request for Use of Church Building and Church Property

(For ministries)

Ministry _____ Event _____

Submitted by _____ Today's Date _____

1. What area(s) of the church will be used? (Check all that apply.)

___Sanctuary ___Fellowship Hall/Kitchen ___Star Building ___Other (Please list)

2. Do you need to set-up prior to the event? ___No ___Yes

Set-up Date	Set-up Time In	Set-up Time Out

3. What items will you need? For kitchen items (cups, tablecloths, etc., please complete the Food Service form.)

Item	Quantity	On-Site? (✓)	Off-Site? (✓)	Pick up date & time	Return date & time
Tables					
Chairs					
Other:					
Other:					

4. What are the starting and ending times for your event?

Event Date	Start Time	End Time	Clean Up Duration (in minutes)

(Notes: The doors will be unlocked 30 minutes prior to the event. Ministries are responsible for cleaning up after the event.)

FOR OFFICE USE ONLY

Dates approved by _____ Date _____

Request approved by _____ Date _____

Trustee (or alternate) responsible for unlocking and locking church _____

Trustee (or alternate) responsible for verifying inventory _____

Food Service Request

Ministry _____ Event _____

Event Date & Time _____ Submitted by _____

Number being Served _____

1. Who is responsible for the meal preparation and service? (Check only one.)

____ Food Service Committee ____ Ministry

2. What kitchen items will you need?

Item	Quantity		Item	Quantity
Tablecloths			Drinking Cups	
Napkins			Coffee Cups	
Forks			Other:	
Spoons			Other:	
Knives			Other:	
Dinner Plates			Other:	
Dessert Plates			Other:	
Bowls			Other:	

3. Please write out the menu:

FOR OFFICE USE ONLY

Dates approved by _____ Date _____

Food Service Committee Approval _____ Date _____

MORNING STAR MISSIONARY BAPTIST CHURCH
REQUEST FOR USE OF CHURCH VEHICLE

For Event Planner Packets

Please note: This form is three pages

Ministry _____ Date(s) Needed _____

Purpose of the trip _____

Destination _____

Destination Address _____

Departure Date _____ Departure Time _____

Return Date _____ Return Time _____

Driver 1 Name _____

Driver 2 (or Driver Assistant's/Chaperone's) Name _____

Number of Passengers _____ Are there passengers age 17 yrs and younger? _____



Requested by _____ Date _____

Administrative Assistant _____ Date _____

Trustee _____ Date _____

MORNING STAR MISSIONARY BAPTIST CHURCH
REQUEST FOR USE OF CHURCH VEHICLE

For Event Planner Packets

To be completed by the Event Coordinator or the Ministry Leader.

Please initial **each** line. By initialing, you are acknowledging that you have read and understand the Tennessee Child Restraint Laws that went into effect on July 1, 2004.

- _____ Children under one (1) year of age, or any child, weighing twenty (20) pounds or less, must be secured in a child passenger restraint system in a rear facing position, meeting federal motor vehicle safety standards, in a rear seat, if available, or according to the child safety restraint system or vehicle manufacturer's instructions. **(Note: If the child safety seat has a higher rear-facing weight rating, usually 30 or 35 pounds, it may be continued to be used in a rear-facing position so long as the child's weight permits. Check the manufacturers instructions accompanying the child safety seat for more information.)**
- _____ Children age one (1) through age three (3), and weighing more than twenty (20) pounds, must be secured in a child safety seat in a forward facing position in the rear seat, if available, or according to the child safety restraint system or vehicle manufacturer's instructions.
- _____ Children age four (4) through age eight (8), and measuring less than four feet nine inches (4'9") in height, must be secured in a belt-positioning booster seat system, meeting federal motor vehicle safety standards in the rear seat, if available, or according to the child safety restraint system or vehicle manufacturer's instructions. **(Note: If the child is not between age four (4) and age eight (8), but is less than four feet nine inches (4'9") in height, he/she must still use a seat belt system meeting federal motor vehicle safety standards.)**
- _____ Children age nine (9) through age twelve (12), or any child through twelve (12) years of age, measuring four feet nine inches (4'9") or more in height, must be secured in a seat belt system. It is recommended that any such child be placed in the rear seat, if available. **(Note: If the child is not between age nine (9) and age twelve (12), but is four feet nine inches (4'9") or more in height, he/she must still use a seat belt system meeting federal motor vehicle safety standards.)**

MORNING STAR MISSIONARY BAPTIST CHURCH
REQUEST FOR USE OF CHURCH VEHICLE

For Event Planner Packets

- _____ Children age thirteen (13) through age fifteen (15) must be secured by using a passenger restraint system, including safety belts, meeting federal motor vehicle safety standards.
- _____ Provision is made for the transportation of children in medically prescribed modified child restraints. A copy of Doctor's prescription is to be carried in the vehicle utilizing the modified child restraint at all times.
- _____ The driver of the car is responsible for making sure that children under age sixteen (16) are properly restrained and may be charged and fined \$50.00 for violation of the law. If the child's parent or legal guardian is present in the car but not driving, the parent or legal guardian is responsible for making sure that the child is properly transported and may be fined for non-compliance.
- _____ Police officers observing violations of this law are permitted to stop drivers and take enforcement action

MORNING STAR MISSIONARY BAPTIST CHURCH
SECURITY REQUEST

Ministry _____ Event type _____

Date of Event _____ Starting Time of Event _____

Estimated Ending Time of Event _____

Location of Event

(Check all that apply)

Church Building

Star Building

Other _____

***Please Note: The cost for using security is \$20 per hour with a 3 hour minimum.
Security fees will be deducted from the budget of the ministry hosting the event. Be sure
to deduct this expense from your overall budget for the event.***

Requested by: _____ Date _____

Administrative Assistant: _____ Date _____

Trustee: _____ Date _____

Manpower Worksheet

Complete this worksheet if you will need to do any setup or breakdown for the event.

- The Trustees are available to provide you with the items you have requested. They are not responsible for setting up or breaking down.
- Pastor's approval is required for Pulpit items and Altar items to be moved. Pulpit items and the Altar Table are to be moved by Deacons or Pastor designee. The Altar set is to be moved by a Deaconess or Pastor designee.

C. Setup Crew – List the names of the individuals who have committed to assist you in setting up for the event.

1. Crew Chief:
2.
3.
4.
5.
6.

D. Breakdown Crew -List the names of the individuals who have committed to breaking down after the event.

1. Crew Chief:
2.
3.
4.
5.
6.

E. Detail Crew- List the names of the individuals who have committed to helping out with smaller tasks where needed during the event. It is suggested that the BoysIIMen group be used on this crew. If you are interested in using the BoysIIMen group, see the Deacon Chairperson for current participants.

1. Detail Crew Chief:
2.
3.
4.
5.
6.