

EVENT PRE-APPROVAL / PLANNING FORM



Form Instructions: Use this form to provide your planning information for your proposed event. This form must be completed in full by the Ministry Chairperson or it will be returned. The Director of the ministry must review, assess, sign off and confirm the planning details before advancing to the Church Administrator for processing. The form will only be advanced to the Pastor for final approval once all details are confirmed. Planning for all proposed events should begin no later than three to six months in advance (relative to the scale of the event). The Pastor will contact all guest speakers. Check requests for honorariums and musicians are to be completed by the Church Administrator / Pastor. The Church Secretary will prepare letters if you plan to invite guest churches and the Church Secretary will send all thank you letters to speakers. Include or forward a roster of participants and attach the program agenda and any additional information. If an offering will be collected, contact the Chairpersons of the Usher & Finance/Trustee Ministries. If Musicians are needed, contact Music Ministry Chair and for Audio Visual Services contact the AV Chair.

Ministry Name			
Ministry Chair Person			
Ministry Chair Phone		Ministry Chair Email	
Director Name			
Name of Event			

Proposed Event Day & Date		Event Start & End Time	
Theme			
Scripture			
Purpose of Event (How event addresses FBCSO mission (worship, service, growth, outreach, etc.))			
Intended Focus Group (youth, seniors, community, gender...)			
Is this a Budgeted Event?	<input type="checkbox"/> Yes or <input type="checkbox"/> No	If yes, budgeted amount?	

Will you have a Speaker?	<input type="checkbox"/> Yes or <input type="checkbox"/> No	If yes, Name (with title)?	
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Church Name & location?			
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Inviting churches to Fellowship?	<input type="checkbox"/> Yes or <input type="checkbox"/> No		
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Facility Requested? (Please check all that apply)	<input type="checkbox"/> Sanctuary	Ministry Services Needed: (Please check all that apply)	<input type="checkbox"/> Audio Visual
	<input type="checkbox"/> Fellowship Hall		<input type="checkbox"/> Ushers
	<input type="checkbox"/> Family Life Center		<input type="checkbox"/> Trustees
	<input type="checkbox"/> Kitchen		<input type="checkbox"/> Kitchen
	<input type="checkbox"/> Parking Lot		<input type="checkbox"/> Sextons
	<input type="checkbox"/> Off-Site (Contract required)		<input type="checkbox"/> Musicians

For Office Use Only:	
Director Signature	
Church Administrator Signature	
Pastor Signature for Approval	