



## **THE CHURCH OF THE REDEEMER BAPTIST**

### **Seven-Point Checklist for Church Sponsored Activities and Events**

- Make sure the date of the activity/event (in-house or otherwise) is on the church calendar.
  
- Conduct full research regarding activity/event (i.e., deposits, travel, meals, late fees, refund, etc.)
  
- Complete an itemized budget form and submit to the Business Manager
  
- Designated Trustee will meet with ministry leader to review budget
  
- Obtain and submit vendor contract to Business Manager for signing
  
- Place Activity/event announcement in the Bulletin
  
- Meet on a regular basis with designated Trustee for report updates (up until event)