



CHURCH OF THE REDEEMER BAPTIST, INC. MINISTRY EVENT PLANNING CHECKLIST

CHECK IF APPLICABLE	ACTION ITEMS	DATE COMPLETED
PRIOR TO EVENT:		
	Document the purpose of the event.	
	Document how the event falls within the mission of your ministry.	
	Verify that date is available on church calendar.	
	Organize a committee within your ministry to plan your event and conduct full research for the event. (EXAMPLES: DEPOSITS, CANCELATION FEES, ETC.)	
	Create an Itemized Budget	
	If applicable, have Speakers approved thru the Pastor's Office	
	If SIGNED CONTRACTS are required, submit unsigned contracts to the Business Office. All contracts must be in the name of the "Church of the Redeemer Baptist, Inc." Ministry Representative can be the contact person. (EXAMPLES: CHARTER BUS, VENUE, SERVICES RENDERED, ETC.)	
	If using an OUTSIDE CATERER , submit contract, proof of license and insurance to Business Office.	
	Complete CHECK REQUEST FORM(S) , if applicable Use this form to request funds from church treasury. Amount requested should not exceed budgeted amount or amount in Ministry Treasury. If excess, a proposal is required to explain the need.	
	Complete ADMINISTRATIVE WORK REQUEST FORM , if applicable. Use this form to request any type of correspondence to be photocopied or mailed on behalf of the church. Attach a draft copy of the correspondence. (EXAMPLES: INVITATION TO ATTEND/SPEAK, REQUEST FOR DONATIONS, ETC)	
	Complete ANNOUNCEMENT FORM and attach Draft FLYER . Use this form to announcement event. If flyer attached, note how the flyer is to be disseminated. E.g., Facebook, Information Room, Website, etc. DO NOT POST OR CIRCULATE ANY FLYERS PRIOR TO APPROVAL.	
	Complete MINISTRY EVENT REQUEST FORM . Use this form to request the needs for events. Setup and clean-up are the ministries responsibility. Cleanup includes placing all chairs on the table at the end of the event. Include additional time for setup & cleanup in your request. (Example: If event is 12pm -4pm, but you need 2 hours to setup and 1 hour to clean up, indicate time of event – (10am-5pm)	



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CHECK IF APPLICABLE	ACTION ITEMS	DATE COMPLETED
	Submit a copy of this checklist with applicable attachments listed above to the Business Office. (AT THIS POINT DO NOT GO ANY FURTHER UNTIL YOU HAVE RECEIVED A CALL FROM A TRUSTEE APPROVING THE EVENT)	
	If using subcontractors, (e.g. paid speakers, musicians, caterers) send a blank W-9 FORM with the letter of confirmation for them to complete. All payments must be made via church check and should not be given to the subcontractor without receipt of signed W-9. Return the signed W-9 to Business Office/Trustee Office.	
	Complete a HOSPITALITY REQUEST FORM if assistance from the Hospitality Ministry is needed. Place form in Hospitality Ministry mailbox.	
	Complete a VAN TRANSPORTATION REQUEST FORM if assistance from Van Ministry is needed. Place form in Van Ministry mailbox.	
	For a church sponsor trip, completed and received a signed church approved PERMISSION SLIP if a minor child is attending without a parent/guardian.	
	Complete an additional MINISTRY EVENT REQUEST FORM if you require a Table and Chair in the Fellowship Hall to promote your event on Sunday. (CHECK OFF <u>1</u> TABLE AND <u>NO MORE THAN 2</u> CHAIRS. FORM IS GOOD FOR 4 WEEKS.)	
AFTER EVENT:		
	If applicable, turn in receipts and any remaining funds to the Business/Trustee Office no later than 2 Sundays following your event. Complete SPECIAL EVENT/MINISTRY EXPENSE REPORT and attach receipts.	
	Meet with your ministry to determine if event met the objective. DID THE EVENT ACHIEVE ITS PURPOSE?" If not, consider how to improve or whether event should be repeated.	
EVENT COMPLETE!		