

# True Way Missionary Baptist Church

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Donald L. Wilson, Pastor

## CHURCH EVENT PLANNING WORKSHEET

*True Way Missionary Baptist Church is pleased to present this Planning Worksheet. This worksheet is designed to help our church in various ways. The more effective we are in planning our events, the more successful our events will be.*

MINISTRY / EVENT TITLE \_\_\_\_\_

DATE OF EVENT \_\_\_\_\_

LOCATION OF EVENT \_\_\_\_\_

CHAIRPERSON(S) \_\_\_\_\_

CONTACT NUMBERS( s) H \_\_\_\_\_ W \_\_\_\_\_ C \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

COMMITTEE MEMBERS NAME, PHONE NUMBERS, AND RESPONSIBILITIES (EXAMPLES INCLUDE, ADVERTISEMENT, NEWS PAPER PUBLICATION, CHURCH BULLETIN, FLYERS, PRINTED PROGRAM, FOOD SERVICE INCLUDING CUSTODIAL, LETTER WRITING, GUEST SPEAKER NOTIFICATIONS ETC.)

1. \_\_\_\_\_
  2. \_\_\_\_\_
  3. \_\_\_\_\_
  4. \_\_\_\_\_
  5. \_\_\_\_\_
- \_\_\_\_\_

THEME (IF APPLICABLE) \_\_\_\_\_

SCRIPTURE REFERENCE (IF APPLICABLE) \_\_\_\_\_

NOTES AND COMMENTS

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(PLEASE USE REVERSE SIDE )



