



**WEST POINT** EST. 1917  
**MISSIONARY BAPTIST CHURCH**

## Event Planning Worksheet

Ministry Name: \_\_\_\_\_

Ministry Leader: \_\_\_\_\_

Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_

What type of event is it?  
 \_\_\_\_\_

What are the specific goals, objectives, and results for this event?  
 \_\_\_\_\_

**Budget Item:                      Amount**

**Advertising/Marketing Expenses**

\$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_

**Total \$ \_\_\_\_\_**

**Talent fees (speaker/ artist) Expenses**

Airfare/Transportation \$ \_\_\_\_\_  
 Lodging \$ \_\_\_\_\_  
 Per Diems \$ \_\_\_\_\_  
 \$ \_\_\_\_\_

**Total \$ \_\_\_\_\_**

**Printing/Administrative Expenses**

Printing \$ \_\_\_\_\_  
 Other \$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_

**Total \$ \_\_\_\_\_**

**Administration**

Postage \$ \_\_\_\_\_  
 Telephone charges \$ \_\_\_\_\_  
 Office supplies \$ \_\_\_\_\_  
 \$ \_\_\_\_\_

**Total \$ \_\_\_\_\_**

**TOTAL PROPOSED BUDGET \$ \_\_\_\_\_**

**RETURN COMPLETED FORM TO: EXECUTIVE MINISTER**

Office Use Only	Date: _____
<input type="radio"/> Approved	
<input type="radio"/> Disapproved: Reason _____	
Bus.Mgr. _____	Pastor _____