

Antioch Baptist Church Ministry Program Preparation Guide



Today's Date:	
Event Name:	
Ministry Director:	Budget Code:
Event Date:	Alternate Event Date:
Ministry Point of Contact:	Phone:
Email:	

Action Items	Specific Requests	Cost	Date Submitted	Remarks
Offsite Location Contract				
Speaker Approval				
Speaker Honorarium Approval				
Speaker/Guest Per Diem				
W-9 Form				
Letter from Pastor				
Letter from Director/Other				
Support Requested	Specific Requests	Cost	Date Submitted	Remarks
Transportation	<i>Airfare</i>			
	<i>Charter</i>			
	<i>Car/Limo</i>			
Carnival Rides & Games	<i>Contract</i>			
	<i>Diagram/Layout</i>			
Music	<i>Guest Musicians/Per Diem</i>			
Gifts/Tokens	<i>Plaques</i>			
	<i>Door Prizes</i>			
	<i>Give Aways</i>			
Advertisements	<i>Banners / Flyers</i>			
	<i>Brochures</i>			
	<i>Flyer / Handout</i>			
	<i>Newspapers</i>			
	<i>Postcard / Mailer & Postage</i>			
Administrative Supplies	<i>Radio / Television</i>			
	<i>Binders</i>			
	<i>Bulletin Board (by approval only)</i>			
	<i>Folders</i>			
	<i>Name Tags</i>			
Catering (rates subject to change)	<i>Specialty Paper Items (e.g. Certificates)</i>			
	<i>Other: _____</i>			
	<i>Breakfast (Continental: \$6.00 pp)</i>			
	<i>Breakfast (Hot Food: \$8.00-\$10.00 pp)</i>			
	<i>Lunch (Sandwiches: \$8.00-\$10.00 pp)</i>			
	<i>Dinner (\$12.00 pp)</i>			
	<i>Other: _____</i>			
Police/Traffic Control (\$65.00 per hour)				
Total Event Cost				
Number of Estimated Participants				
Recommended Fee per Participant				
Total Cost Offset by Participants				
Total Cost to Church				

Ministry Director Signature: _____

_____ Date

Executive Pastor Signature: _____
