

**Document 2** must be completed and submitted to the Executive of Ministry, First Lady Mary Varner after your Event has been approved. You are required to complete the checklist during the planning phase and should be submitted to the Executive of Ministry, First Lady Mary Varner within 30 days of the Event.

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| **Ministry Checklist - Document 2** | | | |
| **Please complete / check all that applies** | **Person (s)**  **Responsible** | **Completion**  **Date** | **Action/Comments** |
| 1. **Budget** *(must be submitted 2 weeks*   *before the event.)*  Vendors cost  Food cost  Rentals  Material and supplies  Speaker  Check request submitted or  approved |  |  |  |
| **2. Protocol**  Any invites outside of OMBC.  (Please include names of others attending) |  |  |  |
| **3. Catering**  Cost per head or upfront  Menu confirmed  Culinary Team availability  confirmed  Beverages – orange juice, water,  tea, coffee, etc.  Food  Self-service or waiting staff  Internal or external catering  Tablecloths  Cups and saucers  Plates, napkins, knives, and  forks  Special dietary menu |  |  |  |
| **4. Advertising**  ONEMOVEMENT News  Press  Radio / TV  E-blast  Flyers / Posters  Invitations  Media platforms  Brochure  Other |  |  |  |
| **5. Security**  Security needs addressed  Provision of first aid |  |  |  |
| **6. Audio / Visual Equiptment**  Projector  TV / DVD player  Microphone  Special Lighting  Background music  Podium  Photography  Dry Erase Board / Markers  Extra electrical requirements |  |  |  |
| **7. Person (s) responsibe for cleanup and lockup of the building.** |  |  |  |