

**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.** |  |  |  |