



# Fulton Baptist Church

## Event Planning Form

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

Date and Time of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Event Chairperson(s): \_\_\_\_\_

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

1. If resources are needed, please attach the Event Resource Worksheet.

2. Are contracts required for this event? Circle YES or NO

Give Details: \_\_\_\_\_

3. Estimated Budget (Attach Event Budget Worksheet): \_\_\_\_\_

4. Please circle which of the following forms are attached:

Agenda      Announcement Form      Building Form      Budget Form

5. Purpose of Event: \_\_\_\_\_

6. How does this event support our Mission? \_\_\_\_\_

\_\_\_\_\_

Committee Members: \_\_\_\_\_

\_\_\_\_\_

Ministry Leader's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Pastor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_