

Event Information Questionnaire

Name Of Ministry:

Name of Overseer:

Contact Person:

Email

Phone

About My Event

Event Name:

Has your Overseer approved?

Purpose of Event:

Event Date/Time

Is the event at least 60 days from today?

What is your Current Ministry Account
Balance?

Have you confirmed this balance with
Elder Jordan?

Location & Address [if off-site]

Location [if on-site]:

If Available, Are You Requesting That
Pastor, First Lady or the Overseers
Attend?

Number Of Attendees Anticipated:

Items Needed For The Event

Assistance w/Room Set-Up

Deacons Needed (offering collection...)

Hospitality/Ushers Needed

Musicians

Signs & Wonders Ministry

Helps Ministry/Altar Workers

Big Brother/Sister Ministry

Youth Ministry

Dance Ministry

Praise Team or Leader

Nurses Guild

Protectors/Parking Attendants

Sound

Projector/ Screens

Video Played/Recorded

Reserve Kitchen

Table Set Up (Lobby or Morton Hall)

Security/Police Officers

Permits Needed

Timeline

Have you established and submitted the timeline for approval?

Upload Timeline as a pdf File

Budget Information

Has the initial budget been established?

Upload File

Guest Speaker Information

Do you have a recommended special guest speaker?

If yes, who?

Musical Guest Information

Do you have a recommended musical guest?

If yes, who?

Promotional Information

Would pulpit or screen announcements be requested?

Is your event being sponsored?

If yes, by who? (Company or Sponsor's Name)

Contact Number

Email Address

Transportation Needs

Do you need to reserve the church van?

Sign Up Needed?

Print or Digital Media Needs

Are invitations or tickets required for this event?

Will you need printed or digital flyers?

Will you need a printed program?

Will you need any posters, yard signs or banners?

Recording/Pictures/Photography Needs

Is this event being recorded?

When will invitations be available for members/guest?

Do the invitations need to be paid for when ordered?

What type of recording will be conducted?

Additional Comments/Information

I have read and completed all required segments of this form.
