

Ministry Event Planning Document

1. Event Overview

Event Name:

Theme/Focus:

Date:

Time:

Venue:

Target Audience:

Expected Attendance:

Event Description:

Brief summary of the event’s purpose, goals, and expected outcomes.

2. Objectives

- Strengthen community engagement and fellowship
 - Promote spiritual growth and discipleship
 - Support outreach and evangelism efforts
 - Encourage volunteer participation and leadership development
 - Raise awareness or funds for ministry initiatives
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3. Planning Committee

Role	Name	Contact Information	Responsibilities
Event Coordinator			
Assistant Coordinator			
Finance Manager			
Logistics Lead			
Program Director			
Worship Leader			
Communications Lead			
Volunteer Coordinator			

4. Budget Planning

Category	Estimated Cost	Actual Cost	Notes
Venue Rental			
Sound & Lighting			
Decorations			
Marketing & Promotion			
Guest Speakers/Honorariums			
Food & Beverages			
Transportation			
Printing & Materials			
Miscellaneous			

Total Estimated Budget:
Total Actual Cost:

5. Program Schedule

Time	Activity	Lead Person/Team	Notes
08:00 AM	Registration & Welcome		
09:00 AM	Opening Prayer & Worship		
09:30 AM	Keynote Message		
10:30 AM	Break		
11:00 AM	Workshops/Sessions		
12:30 PM	Lunch		
01:30 PM	Panel Discussion		
03:00 PM	Closing Remarks & Prayer		
03:30 PM	Fellowship & Networking		

6. Logistics & Operations

- Venue Setup:** Seating arrangement, stage design, signage, registration area
Audio/Visual Needs: Microphones, projectors, screens, sound system
Transportation: Shuttle services, parking arrangements
Hospitality: Guest accommodations, meals, refreshments
Safety & Security: First aid, emergency contacts, crowd management

7. Marketing & Promotion

Strategies:

- Church announcements and bulletins
- Social media campaigns (Facebook, Instagram, WhatsApp groups)
- Flyers and posters in community areas
- Email newsletters
- Word-of-mouth and personal invitations

Promotional Timeline:

Date	Activity	Responsible Person
4 Weeks Before	Design and distribute promotional materials	
3 Weeks Before	Launch social media campaign	
2 Weeks Before	Send reminder emails	
1 Week Before	Final push and personal invitations	

8. Volunteer Management

Volunteer Roles:

- Registration and greeting
- Ushers and seating guides
- Technical support
- Hospitality and catering
- Cleanup and teardown

Training & Orientation:

Schedule a briefing session to review responsibilities, event flow, and emergency procedures.

9. Risk Management

Potential Risks: Weather issues, technical failures, low attendance, health emergencies

Mitigation Strategies: Backup equipment, indoor contingency plan, first aid team, communication plan

10. Post-Event Evaluation

Feedback Collection:

- Participant surveys
- Volunteer debrief sessions

- Committee review meeting

Evaluation Criteria:

- Attendance vs. target
- Budget adherence
- Participant satisfaction
- Ministry impact and follow-up opportunities

Follow-Up Actions:

- Send thank-you notes to volunteers and guests
 - Share event highlights on social media
 - Plan next steps for ministry engagement
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11. Contact Information

Event Coordinator:

Email:

Phone:

Church/Ministry Office:

12. Notes

Additional remarks, reminders, or special considerations for the planning team.

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