

Single Event Ministry Planning Worksheet

This comprehensive planner is designed to help you think through all aspects of event planning, but not every section will apply to every event. Use this as a guide and framework - fill out what's relevant to your specific event and skip sections that don't apply. The goal is to help you consider important details you might otherwise overlook, not to create unnecessary work. Focus on the sections that will help make your event successful.

Staff Member: _____ Ministry Area: _____

Event Name: _____

Planning Date: _____ Event Date: _____

Section 1: Event Vision & Purpose

Event Overview

What is this event and why are you hosting it?

Primary Goals & Objectives

What do you hope to accomplish? (spiritual growth, community building, outreach, etc.)

Target Audience

Who is this event designed for? Be specific about demographics, spiritual maturity, interests, etc.

Expected Outcomes

How will participants be different after attending this event?

Section 2: Event Details & Logistics

Date & Time Planning

Preferred Date: _____ Alternate Date _____

Start Time: _____ End Time: _____

Setup Time Needed: _____ Cleanup Time: _____

Location & Facilities

Venue:

Room/Space Requirements:

Capacity Needed: _____ Expected Attendance: _____

Special Facility Needs:

Event Format & Schedule

Overall Event Style: (workshop, celebration, service project, social, etc.)

Detailed Schedule:

Time Activity Duration Location Who's Leading

Section 3: Program & Content

Key Activities/Program Elements

Describe the main components of your event:

1. **Activity/Element:** _____
Purpose: _____
Duration: _____
2. **Materials Needed:** _____
3. **Activity/Element:** _____
4. **Purpose:** _____
Duration: _____
5. **Materials Needed:** _____
6. **Activity/Element:** _____

Purpose: _____

Duration: _____ **Materials Needed:** _____

Guest Speakers/Leaders

Speaker/Leader Name:

Topic/Role:

Contact Information:

Fee/Honorarium: _____

Travel/Lodging Needs: _____

Special Requirements

Technology/AV Needs:

Decorations/Ambiance:

Food/Refreshments:

Section 4: Team & Volunteer Planning

Leadership Team

Event Coordinator:

Key Team Members:

- Setup Coordinator:

- _____

- Registration/Welcome:

- _____

- Activities Coordinator:

- _____

- Cleanup Coordinator:

- _____

- Other:

Volunteer Needs

Total Volunteers Required:

Specific Volunteer Roles:

1. Role: _____ Number Needed: _____
Skills Required: _____

2. Role: _____ Number Needed: _____
Skills Required: _____
3. Role: _____ Number Needed: _____
Skills Required: _____
4. Role: _____ Number Needed: _____
Skills Required: _____

Volunteer Training Needed:

Volunteer Appreciation Plan:

Section 5: Budget & Resources

Revenue Sources

- Ministry Budget Allocation: \$ _____
- Registration Fees: \$ _____
- Donations/Sponsorships: \$ _____
- Other: \$ _____
- **Total Available:** \$ _____

Expense Categories

- **Venue/Facilities:** \$ _____
- **Speaker Fees/Honorarium:** \$ _____
- **Materials/Supplies:** \$ _____
- **Food/Catering:** \$ _____
- **Decorations:** \$ _____
- **Marketing/Promotion:** \$ _____
- **Equipment Rental:** \$ _____
- **Insurance/Permits:** \$ _____
- **Other:** \$ _____
- **Total Estimated Expenses:** \$ _____

Resource Checklist

- ☐ Budget approved by leadership
- ☐ Venue secured and reserved

- ☐ Equipment/technology reserved
 - ☐ Materials ordered
 - ☐ Food/catering arranged
 - ☐ Speaker/leader confirmed
 - ☐ Volunteers recruited and trained
 - ☐ Insurance/safety requirements met
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Section 6: Marketing & Communication

Communication Timeline

6 weeks before: _____

4 weeks before: _____

2 weeks before: _____

1 week before: _____

Day of event: _____

Marketing Strategy

Key Messages/Selling Points:

Communication Channels:

- ☐ Church bulletin/announcements
- ☐ Website
- ☐ Social media (specify platforms: _____)
- ☐ Email newsletter

- ☐ Flyers/posters
- ☐ Text messaging
- ☐ Personal invitations
- ☐ Other ministry announcements
- ☐ Community outreach
- ☐ Other: _____

Registration & RSVP

Registration Required? ☐ Yes ☐ No

Registration Method: _____

Registration Deadline: _____

Contact Person for Questions: _____

Section 7: Timeline & Milestones

6 Weeks Before Event

- ☐ _____ ☐
- _____ ☐
- _____

4 Weeks Before Event

- ☐ _____ ☐
- _____ ☐
- _____

2 Weeks Before Event

- ☐ _____ ☐
- _____ ☐
- _____

1 Week Before Event

☐ _____ ☐

Day of Event

☐ _____ ☐

Day After Event

☐ _____ ☐

Section 8: Risk Management & Contingency Planning

Potential Challenges

Challenge: _____
Solution/Backup Plan: _____

Challenge: _____
Solution/Backup Plan: _____

Challenge: _____
Solution/Backup Plan: _____

Safety & Liability Considerations

Bad Weather/Emergency Plans

Section 9: Success Metrics & Follow-up

How Will You Measure Success?

- ☐ Attendance numbers (Target: _____)
- ☐ Participant feedback scores
- ☐ Follow-up engagement
- ☐ Spiritual commitments/decisions
- ☐ Community connections made
- ☐ Other: _____

Evaluation Methods

- ☐ Feedback surveys
- ☐ Informal conversations
- ☐ Follow-up emails
- ☐ Social media engagement
- ☐ Other: _____

Post-Event Follow-up Plan

Immediate follow-up (within 1 week):

Ongoing follow-up:

Next steps for participants:

Section 10: Coordination & Support Needed

Other Ministry Collaboration

Ministries to involve/notify:

Coordination needed:

Administrative Support Required

From Church Office:

From Facilities Team:

From Communications Team:

Pastoral Input/Oversight Needed

Action Items & Next Steps

This Week

1.

2.

3.

Next 2 Weeks

1.

2.

3.

By Month End

1.

2. _____
3. _____

Help Needed From Others

Person/Team: _____ **What's Needed:** _____

Person/Team: _____ **What's Needed:** _____

Person/Team: _____ **What's Needed:** _____

Planning Session Notes:

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