



## Ministry Activity Planning

8 Weeks Out – Fill out all Forms:

- Ministry Activity Form
- Outside Speaker Approval Form
- Check Request Form
- Bulletin Request Form
- Sunday Service Announcement Form
- Key Request Form (Building Security Access Application)

Approval:

Elder  
Elder  
Ministry Leader  
Office (Joy)  
Office (Joy)  
Office (Pam)

6 Weeks Out – Promotion:

- Plan for Promotion
- Sunday Bulletin
- Mailer
- Hand out Post Cards
- E-mail
- Phone Calls/Messages
- Social Web Sites
- Church Web Site Page Updated

4 Weeks Out – Planning Details:

- Meet with Team to Divide Responsibilities
- Establish Event Checklist
- Secure Itinerary from Outside Speakers (Travel, Accommodations, Special Requests)
- Place Reservations for Outside Speaker (Travel, Accommodations Etc...)
- Continue Promotion Plan

2 Weeks Out

- Secure Keys for Buildings and Rooms from Finance Office
- Secure Check from Finance Office



# SOLID ROCK

Bible Church

- Contact Outside Speaker for Update on Needs
- Continue Promotion Plan
- Check with Team about individual responsibilities
- Begin Purchasing Supplies for the Activity

## 1 Week Out

- Purchase Last Minute Supplies
- Begin Set Up for Event
- Secure Vehicle Keys

## Day Of:

- Finish Set Up
- Take Down/Clean Up

## Post Event:

- Clean all Rooms used
- Empty Trash in rooms used (Bathrooms, Kitchen)
- Fill out appropriate forms (See List below)
- Turn in all Keys (Building and Vehicle)

## Forms available:

- |   |              |
|---|--------------|
| <input type="checkbox"/> Accident/Injury Report   | Elder        |
| <input type="checkbox"/> Expense Report Form with Receipts<br>(Reimbursement from an approved ministry leader's budget) | Office (Pam) |
| <input type="checkbox"/> Sanctuary Room Use Form  | Elder        |
| <input type="checkbox"/> Vehicle Return Form  | Elder        |