

**Canaan Baptist Church
Event Plan and Requisition**

Canaan Ministry Leader: Please complete and submit this form to the Church Office at least four weeks before the event date to ensure adequate time for comprehensive event planning, scheduling, collaboration, review and approval.

Event Details

Event Title:	
Theme / Scripture:	
Event Date:	
Event Time:	
Event Location/room:	
Ministry:	
Ministry Leader:	
Event Coordinator Phone/Email:	
Event Purpose:	
Expected Attendance:	

Estimated Expenses

Item	Description	Cost
Catering		
Decorations		
Other		
Total		

Culinary / Catering

Menu:	
Service Provider:	
Service Time:	

Facilities

Room Specification:	
Room Setup:	
Decorations:	
Staff:	

Hospitality

Volunteers Needed:	
Number of Volunteers:	

Marketing and Promotion

Flyer/Poster Development:	
Social Media:	
Mass Email:	
Website:	
Worship Announcements:	
Marquee/Sanctuary Projection:	
Robo Call:	
Monthly Newsletter:	
Other:	

Media

Microphone(s):	
Projectors/Screens:	
Recording/Live Streaming:	
Music Instruments:	
Music Video/Audio:	
AV Support Personnel:	

Event Plan Submission

Ministry Leader Submitted By/Date:	Received in Church Office By/Date:
Church Calendar / Facility Date Available? <input type="checkbox"/> Yes <input type="checkbox"/> No	Verified By/Date:
Expenses Approved By: N/A Trustee Ministry	Culinary/Catering Reviewed By/Date: N/A
Facilities Reviewed By/Date:	Hospitality Reviewed By/Date: N/A
Marketing Reviewed By/Date:	Media Reviewed By/Date:
Event Plan Approved By/Date: Pastor (or Designee)	
Remarks:	