



Emmanuel African Methodist Episcopal Church

# Event Planning Guide

Event Planning Guide Packet, EPGP



**MINISTRY:**

**DATE:**

## Event Planning Guide Packet (EPGP) Instructions

**Purpose:** The EPGP will be used for the planning of all ministry events and activities in Emmanuel AME Church. Each organization is required to complete an EPGP and submit it to the church office Executive Administrative Assistant within the specified timeframes as listed in the guide. The EPGP is designed to streamline the event planning process and to ensure the highest level of success possible for each activity.

### **Instructions:**

1. Receive EPGP from the Executive Administrative Assistant.
2. Complete pages 3 and 4 (Planning Guide and Activity Worksheet) and submit them to the Executive Administrative Assistant to forward to the Steward Ministry and Trustee Ministry.
3. Complete page 5 (Expected Expenses / Participants Worksheet) to the Executive Administrative Assistant to forward to Stewardship and Finance/Official Board.
4. Complete page 6, Evaluation/After Action Report, and submit it to the Executive Administrative Assistant.
5. Use pages 7 and 8, Event Checklist and Update Worksheet, to keep track of event progress and to document any unforeseen issues that arose during the planning and execution phases. Keep a copy of each page for the organization's records and submit a copy to the Executive Administrative Assistant.
6. Complete page 9, Event Budget Expense sheet, of estimated and actual expenses, for the organization's records and Church files.

## Event Planning Application

Ministry or person of contact for this event: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name of event: \_\_\_\_\_

Event Theme: \_\_\_\_\_

Scripture: \_\_\_\_\_

Date of event: \_\_\_\_\_

Location: \_\_\_\_\_ Set-up Time: \_\_\_\_\_

Event Purpose: (underline all that apply)

Worship      Ministry      Discipleship      Evangelism      Fellowship      Fundraising

Goal(s) of the event (What do you hope to accomplish?):

Objectives (How do you intend to accomplish your goal(s)?):

How will you know if your goals/objectives were met?

## Event Planning Activity Worksheet

Please complete a timeline of activities for this event. List when they will be completed and by whom.

[illegible]

## **Event Planning Expected Expenses/Participants**

Please list all projected expenses to be incurred for this event:

What is the total projected expense for the event?

How many people expected to participate or benefit from this event?

Please comment on how this is a good use of your ministry's funds and what measures you took to ensure fiscal responsibility.

## **Event Planning Evaluation/After Action Report**

Evaluation is one of the, if not the most, important aspects in learning whether or not you were successful in meeting the goals of your event. How would you evaluate your success?

What did you find was the most advantageous action in preparing for this event?

How did you prepare?

What was beneficial to having the Event Planning Packet?

Was it easy to use / follow?

How will you prepare differently for your next event?

## Event Planning Checklist Worksheet

### **6 Months Out:**

\_\_\_\_\_

Have you established the purpose of the event?

\_\_\_\_\_

Have you received an Event Planning Guide Packet?

### **5 Months Out:**

\_\_\_\_\_

Have committees been formed and duties assigned?

\_\_\_\_\_

Have you reserved the Sanctuary, Fellowship Hall or an adequate facility?

### **4 Months Out:**

\_\_\_\_\_

Have you submitted the proper paperwork for the funds required?

\_\_\_\_\_

Have you informed the Trustees about what kind of set-up/supplies will be needed?

\_\_\_\_\_

If tickets will be sold, have you distributed the tickets to the ticket sellers?

### **3Months Out:**

\_\_\_\_\_

Have you sent the invitations?

\_\_\_\_\_

If food will be served, have the proper preparations been made?

### **2 Months Out:**

\_\_\_\_\_

Have you informed Public Relations about publicizing the event?

### **1 Month out:**

\_\_\_\_\_

Have the facility and set-up been re-checked?

\_\_\_\_\_

Have supplies been re-checked?

\_\_\_\_\_

Have you re-confirmed that the committee and workers have carried/will carry out their tasks?

### **2 weeks out:**

\_\_\_\_\_

Have you collected all invoices/receipts for payment purposes?

### **Continuously:**

**Have you thanked everyone involved?**

### **After the Event:**

\_\_\_\_\_

Has the planning committee gotten together to discuss evaluations and made suggestions for improvements?

\_\_\_\_\_

Has the event evaluation been completed and submitted?

\_\_\_\_\_

Have all funding forms been completed and submitted for payment?

\_\_\_\_\_

Have all bills been paid?

\_\_\_\_\_

Have 'Thank You' letters and notes been sent (when appropriate)?

## Event Planning Update Worksheet

[illegible]



## Event Planning Budget Worksheet

**Total Expenses:**

**Estimated**

**Actual**

**\$0.00**

**\$0.00**

|                          | Estimated | Actual |
|--------------------------|-----------|--------|
| <b>Site</b>              |           |        |
| Room fees                |           |        |
| Site staff               |           |        |
| Equipment                |           |        |
| Tables and chairs        |           |        |
| <b>Totals</b>            |           |        |
| <b>Decorations</b>       |           |        |
| Flowers                  |           |        |
| Candles                  |           |        |
| Lighting                 |           |        |
| Balloons                 |           |        |
| Paper supplies           |           |        |
| <b>Totals</b>            |           |        |
| <b>Publicity</b>         |           |        |
| Graphics work            |           |        |
| Photocopying/Printing    |           |        |
| Postage                  |           |        |
| <b>Totals</b>            |           |        |
| <b>Miscellaneous</b>     |           |        |
| Telephone                |           |        |
| Transportation           |           |        |
| Stationery supplies      |           |        |
| Fax services             |           |        |
| <b>Totals</b>            |           |        |
| <b>Refreshments</b>      |           |        |
| Food                     |           |        |
| Drinks                   |           |        |
| Linens                   |           |        |
| Staff and gratuities     |           |        |
| <b>Totals</b>            |           |        |
| <b>Program</b>           |           |        |
| Performers               |           |        |
| Speakers                 |           |        |
| Travel                   |           |        |
| Hotel                    |           |        |
| Other                    |           |        |
| <b>Totals</b>            |           |        |
| <b>Prizes</b>            |           |        |
| Ribbons/Plaques/Trophies |           |        |
| Gifts                    |           |        |
| <b>Totals</b>            |           |        |