



First Baptist Church
1447 S. 7th Street
Sierra Vista, AZ 85635

EVENT PLANNING MASTER SHEET

Ministry _____

Pastor _____ Ministry Leader _____

Event Name _____

Purpose _____

Date(s)/Times(s) _____

Event Planners _____

Budget Amount _____

Fundraising Amount _____ Total Available for Event _____

Major Elements (check all that apply)

- Church Calendar
- Invitations
- Special Speaker(s)
- Guest Musician(s)
- Venue Reservation
- Lodging
- Honoraria/Fees
- Food
- Technology
- Publicity
- Ticket Sales
- Decorations
- Travel

Note: Contracts for any part of the event must be approved and signed by the Minister of Administration.