

Ministry Event Planning Worksheet

Date: _____

Ministry: _____

Ministry Leader _____

Event: _____

Event Date: _____ Start Time: _____ End Time: _____

Type of Event: Conference/Retreat Workshop/Seminar Dinner/Luncheon
 Musical/Dramatic Presentation Outreach/Community Event

Location: On-Site Off-Site: _____

Participation Cost: Free Paid

Guest Speaker(s): Yes No

Estimated Budget: _____

Additional Information: