

Event Name/Description: \_\_\_\_\_

Date/Time/Location: \_\_\_\_\_

Level: 1 2 3 4

Event Budget: \$ \_\_\_\_\_ Communications Budget: \$ \_\_\_\_\_ Total: \$ \_\_\_\_\_

Communication Plan:

6 Weeks Out: \_\_\_\_\_

4 Weeks Out: \_\_\_\_\_

2 Weeks Out: \_\_\_\_\_

1 Week Out: \_\_\_\_\_

Desired Outcome/Define the "win": \_\_\_\_\_

Next Step: \_\_\_\_\_

What is the single event that everyone is being invited to attend next? \_\_\_\_\_

How does this event reinforce the vision and values of our church?  
\_\_\_\_\_

Who can help us? \_\_\_\_\_

Who are the key leaders and volunteers who can make this event awesome? \_\_\_\_\_

Optimum Church Participants: \_\_\_\_\_

What is the minimum number of volunteers required to make this event awesome?  
\_\_\_\_\_