

MINISTRY EVENT LOGISTICS FORM

Name of Activity: _____

Date of Activity: _____ Ministry: _____

Ministry Leader: _____ Event Contact Person: _____

Promotional Tools Needed (Please check all that apply)

- Live/Recorded Announcements
- Flyer (Used for Printed Media, Social Media, Website, and Screens)
- Tickets
- E-Blast
- RoboCall

Announcements

Please attach the exact verbiage for the announcements. Also include each date for the announcement to be shared below:

E-Blast/Robocall

Please attach the exact verbiage for the E-Blast and Robocall. Also include each date and times for the E-Blast to be sent below:

Flyer Information: (Please include all event details below. If there are any attachments, please attach to this form.)

Event Title: _____ Event Date: _____

Event Cost: _____ Event Location: _____

Additional Information to include on flyer/Special Requests (Speakers, Themes, Colors):

Event Resources Needed:

- Sign-Up Tables in Back Hallway (Include Dates Needed): _____
- Microphones/Sound Technician for the event
- Screens/Media Technician for the event
- Printed Media (Flyers and Tickets)

Ministry Leader Signature: _____ Date: _____

Team Leader Signature: _____ Date: _____

Event Logistics Form Guidelines

1. An approved ministry form is obtained from the Team Leader (Worship, Evangelism, Fellowship, Service & Discipleship) once notified that your event was approved. Only the team leader can distribute the form to group representative.
2. The logistics form is then completed by group representative with the help of the event committee member assigned to the ministry in its entirety and then submitted to Ministry Leader. **Please do not submit incomplete forms.**
3. The Team Leader submits this form to Sis. Barbara Davis and the Media team.
4. The Media Team will contact the group representative and/or team leader for any additional questions and to confirm receipt.
5. Any deliverables (flyers, tickets, or other printed media) will be available at least four (4) weeks before event date.