

Gaines Chapel AMEC

Rev. Karen A. Myers, Pastor
Annual Day/Ministry Celebration, Workshop, Seminar, etc.

Prep Steps

Name of Organization _____, President or Contact, if different _____

Proposed Date _____

Purpose _____

Support/Contributions to Assist: Special Goal Church Budget School /Community

Assistance from: Organization Leadership Membership Community

Contributions Due Dates: _____

PR Needed: 30-45 days prior to event Bulletin Flyer Website Facebook Post

Goal /Project Tracker (if applicable)

- Goal Start Dates _____
- Milestone/Date _____
- Milestone/ Date _____
- Goal End Dates _____

Theme: _____

Scripture: _____

Suggested Preacher/Speaker: _____ Honorarium Yes No

Preacher/Speaker Approved by Pastor; Date _____

- Date Invitation Extended _____
- Date Confirmation Forwarded _____ (Follow-up date, if needed)
- Date Appreciation Sent _____

Evaluation (needed for workshop, seminars, etc.)

Worship Participants: Suggestions forwarded to Pastor last week of month prior to event.
(Ex. If event is April 15, due before March 30 to be forwarded to Sis. Linda) (Bulletin information due to Sis. Linda no less than 10 days prior)

Additional Comments: _____
