



BEREAN CHRISTIAN CHURCH GWINNETT

Dr. Kevin B. Lee, Senior Pastor

## Phase I: Exploratory Information Document

*This document is the first step when considering an event. It is designed to help you flesh out details with your Area Leader and determine if the event is viable.*

EVENT CONCEPT	
<b>Ministry</b>	
<b>Name of event</b>	
<b>Date of event</b>	
<b>Time of event</b>	
<b>Location of event</b>	
<b>Event coordinator/contact person</b>	
<b>Team members to assist with execution</b>	
<b>Target audience – Who</b> <ul style="list-style-type: none"><li>• Which group(s) is the event targeted attendee?</li><li>• What does the audience need/want to know?</li><li>• What will hold their interest?</li></ul>	
<b>Message – What</b> <ul style="list-style-type: none"><li>• What do you want to say to the target audience?</li><li>• What do you want them to know/do? Take away?</li></ul>	
<b>Area – Which one does event support?</b> <ul style="list-style-type: none"><li>• Worship</li><li>• Word</li><li>• Witnessing (fellowship)</li></ul>	
<b>Purpose – Why</b> <p>Be clear about what you hope to achieve with this event – actionable &amp; measurable</p>	
<b>Budget – How much estimated to cost?</b>	
<b>Description of event – What</b>	

\_\_\_\_\_  
**Area Leader Signature**

\_\_\_\_\_  
**Date**



BEREAN CHRISTIAN CHURCH GWINNETT

Dr. Kevin B. Lee, Senior Pastor

FOR OFFICE USE ONLY

Approved: \_\_\_ Yes \_\_\_ No

Room Assigned: \_\_\_\_\_

Area Leader Signature \_\_\_\_\_

Date: \_\_\_\_\_

### Phase II: Ministry Activity Form

#### CONTACT INFORMATION

Date: \_\_\_\_\_

Ministry: \_\_\_\_\_ Coordinator \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Ministry Email: \_\_\_\_\_

Area Leader: \_\_\_\_\_

#### EVENT DETAILS

Activity/Event Type: \_\_\_\_\_ Estimated attendees: \_\_\_\_\_

Event or Meeting Date: \_\_\_\_\_ Time: Start \_\_\_\_\_ End \_\_\_\_\_

Is this a recurring meeting?  Yes how often? \_\_\_\_\_  No

Requested room set up?  Tables & Chairs  Chairs Only \_\_\_ (#)  Empty  None  Other: \_\_\_\_\_

Audio/Video Request:  No  Yes  Microphone  Speakers  PowerPoint  Videographer  Other: \_\_\_\_\_

#### SUPPLIES

*ALL events include disposables (plates, napkins, cups, utensils) unless otherwise noted*

Supplies needed?  Flip chart  Pens/Pencils  Folders  Name Badges/Markers  Other: \_\_\_\_\_

#### FOOD & BEVERAGES

Food Items

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Beverages

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### EVENT PROMOTION

Bulletin Announcement:  No  Yes, 20 words or less Flyer Needed?  No  Yes, \_\_\_ copies requested

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### CHILDCARE

Childcare: \_\_\_ Yes \_\_\_ No  Newborn to 2 years  3 to 5 years  1<sup>st</sup> – 5<sup>th</sup> grade

#### TRANSPORTATION

Transportation: \_\_\_ Yes \_\_\_ No Depart time \_\_\_\_\_ Return time \_\_\_\_\_

I understand that all requests, once submitted are reviewed and processed. All activities and requests for purchases are subject to approval. All activity forms **must be submitted at least 14 days prior** to that event; changes to the activity form must be made at least 10 days prior to the event. **This form may be dropped off in the Administrative Office, faxed to 678-240-2218 or emailed to [jolanda.logan@bereanchristianchurch.org](mailto:jolanda.logan@bereanchristianchurch.org).**

Please note: Pastor Kevin selects all video announcements to be aired the 1<sup>st</sup> and 3<sup>rd</sup> Sundays.



BEREAN CHRISTIAN CHURCH GWINNETT

Dr. Kevin B. Lee, Senior Pastor

### Phase III: Event Execution Checklist

*This document should serve as a guide during your planning process. Please direct questions and/or concerns to your Area Leader and/or the Administrative Office.*

EVENT CHECKLIST	
<b>Documents</b>	The following items are picked up or issued from your Area Leader or Administrative Office. If applicable complete the itinerary on the reverse side and return additional documents as necessary.
	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Event Binder</b> (<i>Use to house sign up/sign in sheets, waivers registration forms, flyers and other event materials</i>)</li> <li><input type="checkbox"/> <b>Ministry Activity Request form</b></li> <li><input type="checkbox"/> <b>Check Request</b></li> <li><input type="checkbox"/> <b>W-9</b></li> <li><input type="checkbox"/> <b>Online Registration*</b></li> <li><input type="checkbox"/> <b>Volunteer Sign Up/In Sheets*</b></li> <li><input type="checkbox"/> <b>Waiver*</b></li> <li><input type="checkbox"/> <b>Flyer*</b></li> <li><input type="checkbox"/> <b>Ministry Table*</b></li> <li><input type="checkbox"/> <b>Order Form</b></li> <li><input type="checkbox"/> <b>Copy Request Form</b></li> </ul>
<b>Announcements</b>	Events are announced via the following vehicles.
	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Bulletin*</b> (<i>event will run two weeks prior to the event date</i>)</li> <li><input type="checkbox"/> <b>Pulpit Announcement</b> (<i>approved by Pastor Kevin</i>)</li> <li><input type="checkbox"/> <b>Video Announcement*</b> (<i>approved by Pastor Kevin</i>)</li> <li><input type="checkbox"/> <b>Berean Website and App*</b></li> </ul>
<b>Registration</b>	<b><i>Participants are not registered until the minimum required deposit is made. Deadline for registration is 5 business days before the event date.</i></b> In the event registration does not meet required contractual minimums, events will be cancelled or rescheduled at Admin Office discretion. Sign up, registration and payments are made via:
	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Ministry table</b> (<i>receipt must be provided</i>)</li> <li><input type="checkbox"/> <a href="http://www.bereangwinnett.org">www.bereangwinnett.org</a> website</li> <li><input type="checkbox"/> <b>Kiosk</b></li> <li><input type="checkbox"/> <b>Bookstore</b></li> <li><input type="checkbox"/> <b>Berean App</b></li> </ul>



Dr. Kevin B. Lee, Senior Pastor

## EVENT ITINERARY

*Please complete only if applicable and review with your Area Leader.*

<i>Time</i>	<i>Task</i>
__:__ - __:__	<i>Arrive at Berean Gwinnett</i>
__:__ - __:__	<i>Breakfast/Check In</i>
__:__ - __:__	<i>Brief Overview of Agenda</i>
__:__ - __:__	<i>Prayer</i>
__:__ - __:__	<i>Board Bus &amp; Prepare for Departure</i>
__:__ - __:__	<i>Travel time</i>
__:__ - __:__	<i>Arrive at _____</i>
__:__ - __:__	<i>Check In at _____</i>
__:__ - __:__	<i>Lunch at _____</i> <i>(Provide location and address on Ministry Activity Request)</i>
__:__ - __:__	<i>Prepare for _____</i>
__:__ - __:__	
__:__ - __:__	
__:__ - __:__	
__:__ - __:__	
__:__ - __:__	
__:__ - __:__	
__:__ - __:__	