

**Munford First United Methodist Church  
Event Action Plan Worksheet**

The mission of Munford First United Methodist Church is that all may come to know Jesus Christ as Savior and Lord and become His disciples through prayer, worship, fellowship, witness, and service.

**Event Name:** \_\_\_\_\_

**Budgeted/Funded by:** \_\_\_\_\_

**Estimated Attendance:** \_\_\_\_\_

**Sponsoring Ministry Area:** Children's Council, Congregational Care, Finance, God's Catch, Golden Youth, Leadership, Missions, Preschool, Scouts, Student, UMM, UMW, Youth, Other \_\_\_\_\_

**What** do we want to accomplish? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**When** will this take place? **Date:** \_\_\_\_\_  
(Include setup, cleanup, and prep time) **Time:** \_\_\_\_\_

**Where** will this take place? \_\_\_\_\_  
(All rooms/locations needed, include setup, cleanup, prep, staff area, restrooms, etc.)  
\_\_\_\_\_

**Who** will be part of the team?  
Leader/Responsible Person/Coordinator: \_\_\_\_\_  
Others: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Why** are we doing this? \_\_\_\_\_  
(Fundraising, Community Outreach, Mission Opportunity, Fellowship)  
\_\_\_\_\_  
\_\_\_\_\_

**Other Ministry Areas to include:** Children's Council, Congregational Care, Finance, God's Catch, Golden Youth, Leadership, Missions, Preschool, Scouts, Student, UMM, UMW, Youth, Other \_\_\_\_\_

## Additional Planning

### Pre-Planning

#### Advertising (4-6 weeks prior to event)

- Bulletin **date:** \_\_\_\_\_
- Flyers **date:** \_\_\_\_\_
- K-Love **date:** \_\_\_\_\_
- Leader **date:** \_\_\_\_\_
- Media Shout/Power Point **date:** \_\_\_\_\_
- Millington Star **date:** \_\_\_\_\_
- Newsletter **date:** \_\_\_\_\_
- Posters **date:** \_\_\_\_\_
- Other \_\_\_\_\_  
**date:** \_\_\_\_\_

#### Budget (What will this cost?)

##### Income

Funded \$ \_\_\_\_\_  
Entry Fee \$ \_\_\_\_\_  
Prepay/Preregistration \$ \_\_\_\_\_

##### Expenses

Advertising \$ \_\_\_\_\_  
Curriculum \$ \_\_\_\_\_  
Decorations \$ \_\_\_\_\_  
Entertainment \$ \_\_\_\_\_  
Food \$ \_\_\_\_\_  
Gifts/Prizes \$ \_\_\_\_\_  
Misc. \$ \_\_\_\_\_  
Paper Products \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_

**Difference** \$ \_\_\_\_\_

### Person(s) Coordinating/Working

Advertising: \_\_\_\_\_  
Agenda/Schedule: \_\_\_\_\_  
Caterer: \_\_\_\_\_  
Cleanup: \_\_\_\_\_  
Computer Technician: \_\_\_\_\_  
Decorations: \_\_\_\_\_  
Desktop Publishing: \_\_\_\_\_  
Emcee: \_\_\_\_\_  
Entertainment: \_\_\_\_\_  
Guest Speaker: \_\_\_\_\_  
Kitchen: \_\_\_\_\_  
    Cleanup: \_\_\_\_\_  
    Cooks: \_\_\_\_\_  
    Dishwashers: \_\_\_\_\_  
    Servers: \_\_\_\_\_  
Menu: \_\_\_\_\_  
Nursery: \_\_\_\_\_  
Setup: \_\_\_\_\_  
Shopping: \_\_\_\_\_  
Sound Technician: \_\_\_\_\_

### Equipment Needed

- CD Player
- Chairs
- Computer/Power Point
- Dishes/Glasses/Flatware
- Linens
- Piano
- Sound System/Microphone
- Tables

### Additional Notes