

MONTH-AHEAD PROGRAM PLANNING

ATTENTION: We are interested in having quality programs **only**. If you put on this program, you are responsible to make sure it is the best that it possibly can be. If your program is not going to be of the highest excellence, do not proceed with it.

Name of program _____

Name of group conducting program _____

Person in Charge _____ Backup Person _____

Assistants: _____

Master/Mistress of Ceremony _____

Program date _____ Program time _____

Rehearsal dates and times _____

Is program on this year's church calendar? yes no (circle one)

Will the choir be needed? yes no (circle one)

Will musicians be needed? yes no (circle one)

Will audio technicians be needed? yes no (circle one)

Will ushers be needed? yes no (circle one)

Will funds be required from Finance Officer? _____ If yes, how much? _____

When will you need to have the funds issued? _____

Will this program generate funds? _____ If yes, estimate amount: _____

How long is this program expected to last? _____

What special setup will be required? (Hanging mics, stage constructed, furniture rearranged, special lighting, etc.) _____

Are there still details to be worked out? _____ If so, what? _____

What other activities might this program interfere with? _____

What other concerns do you have that need to be addressed? _____

What food or refreshments, if any will be served? _____

Who has been designated to handle cleanup and trash removal? _____

Have arrangements been made to verify speaker's doctrine? yes no n/a (circle one)

Have arrangements been made to pay speaker? yes no n/a (circle one)

How will this program assist us in fulfilling our mission and vision?

How will this program assist us with our evangelism efforts?

How will this program assist us with our efforts of increasing social interaction among the members?

What have you done (besides bulletin inserts & announcement clerk) to get excellent attendance from the congregation?

***The person in charge of the event is responsible for notifying all groups and individuals who are needed to make this event successful, as well as taking care of all details for the event.

***One month prior to the event: Attach a copy of your final program to this form. Make sure your program includes a detailed agenda outlining all activities and who will perform each activity. List the master or mistress of ceremony if one will be used.

***Two weeks prior to the event: If the final program is not submitted to your department head no later than two weeks prior to your event, the event is automatically canceled.