



# EAST BAY BIBLE CHURCH EVENT CHECKLIST

Event Planner's Name: \_\_\_\_\_

Cell: \_\_\_\_\_ Email: \_\_\_\_\_

### **Event Info:**

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

Description of Event: \_\_\_\_\_  
\_\_\_\_\_

Goal of Event: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Space(s) to be used: \_\_\_\_\_

Address if other than EBBC: \_\_\_\_\_

Total Budget: \$ \_\_\_\_\_ (Attach breakdown of budget on a separate page)

Tables Needed: \_\_\_\_\_ Chairs Needed: \_\_\_\_\_ Date obtained: \_\_\_\_\_ Date Returned: \_\_\_\_\_

**Please Contact Elder Arthur Young for the above items**

This portion of the form must be completed and turned in to the "Leader of Ministries" **SIXTY (60)** **DAYS** prior to your event.

### **Event Approved By:**

Ministry Leader: \_\_\_\_\_

Leader of Ministries: \_\_\_\_\_

Finance Director: \_\_\_\_\_

Pastors: \_\_\_\_\_

***Announcements are created for the EBBC website. If you have promotional material (flyers) or need assistance creating them, contact the EBBC IT/Web design ministry prior to submitting this form.***

Church Bulletin – # of times \_\_\_\_\_  Phone Blasts # of times \_\_\_\_\_  Social Media (Facebook, etc.)

### **EBBC Outdoor Marquee (Sign)**

Use available lines below for naming your event using one letter on each line including spaces between words. (Example: "East Bay" would use 8 lines. Please note: Date & time does not need to be included)

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# EAST BAY BIBLE CHURCH

## EVENT CHECKLIST

**Assistance needed from other ministries has been sought and provided as indicated below:**

Ministry	Leader	Assistance Requested	Initial of Approval	Date
SCHOLARSHIP	Jann Jackson			
PULPIT ANNOUNENTS	Darrin Baker			
DEACONS	Pete Thompson			
DEACONESSES	Dee Dee Brantley			
MEN	Anthony Holloway			
WOMEN	Stephanie Jackson			
PRAISE TEAM/ MUSICIANS	Ken House			
FELLOWSHIP	Nasa Jackson			
YOUNG ADULTS	Ramiah Marshall			
YOUTH	Kaymalin Alexander			
MEMBERSHIP	Mary Tuft			
GREETERS	Ellis Jackson			
EVANGELISM / SENIORS / BGM	Arthur Young			
AUDIO / VISUAL	Kevin Minor <u>De Young Alexander</u>			
PRAYER	Lonie Battle			
COUPLES	Keith & Lynee Bullard			
GIRL SCOUTS	LaMonica Mcalister			
MOVING ON	Cathryn Hooks			
I.T. / WEBSITE / SOCIAL MEDIA	DeYoung Alexander			
AMBASSADORS	Sharrion Marshall			
	<b>Ministry</b>	<b>Person</b>	<b>Church</b>	<b>Person</b>
<b>Food to be Purchased by:</b>				
<b>IDENTIFY HELPERS</b>				
<b>Preparation of Food:</b>				
<b>Set-Up:</b>				
<b>Serve:</b>				
<b>Clean-Up:</b>				