



MINISTRY EVENT PLANNING FORM

Sponsoring Ministry:

Ministry Cluster:

Ministry Contact:

Phone:

Email:

Type of Event:

Proposed Date:

Event Description:

Event purpose (i.e., Education, Fellowship, Outreach, Service, Other - please describe)

Number of people expected:

Target Audience:

Proposed location:

Media Support Needed? Yes No

Submitted By:

Submitted Date:

**Copies of this form should be sent to Ministry Cluster Leaders
and the Events Coordinator at omeacham@allen-temple.org**