FBCTC Event Planning Form

**\*Date Submitted: \_\_\_\_\_\_\_\_\_\_\_\_\_ Proposed Dates of Event\***: 1st Choice\_\_\_\_\_\_\_\_\_\_\_\_ 2nd Choice\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of Event**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Location of Event:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Sponsoring Auxiliary/Ministry:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\*\*Please note: Dates in conflict with ‘Standard Events’ (Church Anniversary, VBS, Church Picnic) will require another proposed event date.**

**Description of Event:**

**Benefit(s) provide a brief statement about your event and its support of the FBCTC Mission Statement:**

**Resources Needed (i.e. room set up, marketing/advertising, transportation, AV/IT, Security, etc.):** **Please complete and attach Operations Support Request Form.**

**Will this event require funding from FBCTC or will it be self-funded? If self-funded, how will the funds be obtained?**

**Funding Required to Support Event (attach supporting documentation if necessary):** $

**Donations from outside sources required? (If yes please provide detail information, type and number of donations required)**

**Contact for Event**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Email**:

**Home Phone #:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Cell #:**

**Auxiliary Director Approval: Church Business Admin. Approval:**

**Director of Finance Approval (If less than $500):**

**Trustee Chairperson Approval (If $500 or more):**

**\*Forms must be received by The Administrative Assistant to the Pastor 60 days in advance of any event**

**Exception: Outreach events (internal or external) require 90 days advance of an event**

**Senior Pastor’s Approval:** **Return Date to Ministry Leader:**

# Frequently Ask Questions

**Question**: What kind of activity or event require pre-approval?

**Answer**: All activities/events utilizing the FBCTC Campus; all external activities/events involving FBCTC ministries/auxiliaries will require advance approval.

**Question**: Is the Event Planning Form the only form that must be submitted for approval?

**Answer**: In addition to the Event Planning Form, you must submit a Resource Requirement Form and a Request For Funds Form if this is not a self-funded event.

**Question**: How do I submit my request?

**Answer**: All forms should be email to the Pastor’s Administrative Assistant, Sis. Linda Johnson, ljohnson@fbc-tc.org. at least 60 days in advance of any planned activities for review and approval. Request for approval of outreach activities must be submitted at least 90 days in advance of the activity date for review and approval.

**Question**: How long will the approval process take?

**Answer**: If the information is complete and the appropriate forms are attached, the target to complete the review and provide notification to the Ministry Leader is two (2) weeks from the date the request is submitted. **Exception:** If your event is under consideration for combining with another event, the Ministry Leaders will be notified immediately for further discussion before moving forward with the review and approval steps.

**Question**: How will I be notified?

**Answer**: Once the review process is complete, if approved, your event will be placed on the official church calendar and you will be notified by e-mail.

**Question**: Once my event is approved, what additional actions are required?

**Answer**: Ministry Leaders are required to **contact each ministry leader** identified on the Resource Requirement Form to provide complete detail of the event approved as well as the support required immediately. Also, if funds are required you must **contact the Finance Department** and make a request for funds immediately. Contact Sis. Johnson immediately if you need programs, table cloths, office supplies (tent cards, post cards, special paper, etc.) and require Administrative Support (copying/typing)

**Note: The Strategic Planning Committee is committed to working with each ministry leader to support your programs. Our priority will be identifying programs that can be combined in an effort to meet the needs of our FBCTC families.**

**If you have questions please contact Deacon Steve Sistrunk,** **sistrunk1110@ymail**.com or 214-629-0362.