

Event Action Plan

Leader		Who is leading event?
Project		What is the event?
Motivation		Why is the motivation for doing it?
Preparation Period		How long will it take to prepare for it?
Investment		How much will the event cost? Have a budget breakdown.
Procedure		What needs to take place for it to be done?
Volunteers		How many volunteers do you need?
Team	Manhood Matters Virtuous Women Praise & Worship Media/Tech. F.L.O.W. Children Hospitality	What other teams are involved?
Date		When is the event, date(s) and time(s)?
Location		Where is it held?

Notes:

Pastor's Approval: _____

After receiving Pastor's approval. You will need to give a copy to all the teams involved (their leaders).