

Activity Planning Sheet

Event/Activity: _____

Date: _____ Location: _____

Our VISION: _____

How this Activity/Ministry contributes to the vision:

What **types of men** will this event target? _____

Possible Leaders and Areas of Responsibility (not all will apply to every opportunity)

| Area | Name |
|------------------|------|
| Team Leader | |
| Prayer | |
| Promotion | |
| Content / Agenda | |
| Food | |
| Emcee | |
| Follow-up | |
| | |

Event Planning – “What needs to be done to maximize the contribution of this event/activity to our mission?”

| TASK? | AREA? | WHO? | BY WHEN? |
|-------|-------|------|----------|
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