

First Baptist Church
508 Apple Street, Burlington, NC 27217

Program/Event Planning Form

Organization Name: _____ Today's Date: _____

Why: Purpose(s) Fulfilled

Who: TARGET AUDIENCE _____

Number in Attendance (Less than 10) (10-20) (20-30) (30-50) (50+)

What: PROGRAM NAME _____

WIC: WHO'S IN CHARGE _____

When: DATE/TIME _____

Where: PLACE _____

Ways: (Details) How do you plan to accomplish this program/event?

Marketing Plan:

Speakers/Facilitators: (Will need pastoral approval)

Format:



What resources will you need to implement this program/ event? (Can you carry out the program and stay within your budget?)