



Deacons: Burch, Sudler, Kemper
Trustee Scott

Events/Programs Request Form

Event	Projected Budget	When	Where	Why	Goal	Assigned Teams

Event Description

Outreach Team

Event Site

Media

--

Promotion/Marketing

--

News Media

--

Outreach Table

Positions Needed

--

Pre /Post Set up & Break down

--

Volunteers

--

Security

--

Sanitization

--

Traffic Control

--

Event Layout - Details

--

Equipment Needed

--

Registration Process

--

AV

--

Hospitality/Food

--

Detailed Budget

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Additional Information

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Signatures:
Telephone #
Event/Program Planner

Deacon Leaders

Trustee Leader

Comments:



First African Baptist Church Protocols
Deacons Burch, Sudler, Kemper
Trustee Scott

- Step 1: Program Concept Development - PLEASE Type on the form, the handwritings are difficult to read.
 - ◆ Identify the program title, goals, location, date and target audience.
 - ◆ Determine how the program aligns with the ministry's mission and FABC mission
 - ◆ Draft a brief description of the proposed program, including format (e.g., in-person, virtual), potential date(s), and key components.

- Step 2: Complete the Program Request Form
- All program requests must be submitted using the official Program Request Form and must include:
 - ◆ Program Title
 - ◆ Description & Objectives
 - ◆ Proposed Date/Time & Location
 - ◆ Lead Contact/Organizer Name & Info
 - ◆ Budget Estimate (if applicable)
 - Ministries or Church
 - ◆ Resource Needs (venue, AV, volunteers, etc.)
 - ◆ Desired Outcome/Impact
 - Outreach (how will you reach the target audience)
 - ◆ How the program supports the organization's mission

- Step 3: Submission Deadline
 - ◆ Requests must be submitted 2-3 weeks prior to the desired program date to allow time for review, approval, and planning. (From Deacons & Trustees)
 - ◆ Submit the completed form to the Deacons, who will present this to the Trustees. for review and approval.
 - ◆ Emails: trustee-ministry@fabc-joy.org & deaconministry@fabc-joy.org
 - ◆

→ Step 4: Review & Approval Process

- ◆ The Deacons & Trustees will review all submissions on a rolling basis or during scheduled meetings
 - Requests will be evaluated based on:
 - Alignment with goals
 - Feasibility & resources
 - Budget availability -must confirm with the Financial Team
 - Scheduling conflicts
 - The committee may request revisions or additional information before final approval.

→ Step 5: Notification & Next Steps

- ◆ Applicants will be notified of the decision within [7-10 business days] of submission.
- ◆ Approved programs will proceed to the planning phase with guidance and support from the appropriate committees.
- ◆ The lead organizer is responsible for:
 - Finalizing logistics
 - Promoting the event and coordinating with Admin Team to have the information shared on social media and added to the website
 - Coordinating with other ministries (if applicable)

→ Step 6: Post-Event Evaluation

- ◆ A short post-program report or feedback form must be completed within 7 days of the event, including:
 - Attendance numbers
 - Summary of outcomes
 - Lessons learned and recommendations