



MT. CARMEL BAPTIST CHURCH OF BATON ROUGE

5262 Prescott Road | Baton Rouge, LA 70805 | 225-355-0449

Website: mtcarmelbtr.com | Email: mtcarmelbtr5262@gmail.com

Dr. Andra Johnson, Pastor

NINETY (90) DAY CHECKLIST

▪ Chairperson:

• Co-Chairperson:

• Committee Members:

• Contact Information (Chairperson & Co-Chairperson):

▪ Budget

• Amount of the Budget

\$

• Budget Overseer:

▪ Type of Event (circle one and write the name of the Event next to it)

• Church-wide

• Community Outreach

▪ Preferred Date/Time:



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▪ Location of the Event (if it must change, circle one)

- Sanctuary
- Fellowship Hall
- Parking Lot
- Other:

▪ Theme:

▪ Colors:

▪ Guest Speaker:

▪ Guest Musician:

▪ Lodging Cost

- Hotel

\$ _____

- Deposit (% Due)

\$ _____

- Hotel (Name and Address)

▪ T-Shirts

- Vendor _____



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- Cost \$ _____
- Money Due Date: _____
- Pick-up T-Shirts from Vendor

- Date to distribute T-Shirts

Fundraisers

- Goal amount for each fundraiser
\$ _____
- List of fundraisers

- Date of fundraisers

P.E.A.C.E Member Signature:

Chairperson or Co-Chairperson Signature:

Date: _____



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Sixty (60) Day Checklist

- Program
 - Special Paper
- Media Ministry
 - Microphones (on or off)
 - Video Program (yes or no)

- Budge Update:
-

- Promotional Plan
 - Church Bulletin
 - Church Marquee
 - Pastor's Announcements
 - Word of mouth
 - Church calendar
 - Flyers

- Transportation Cost
 - Van Service (include in Budget)
\$ _____



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▪ Food Cost

- Breakfast Cost \$ _____ or Church Members
Donation
- Lunch Cost \$ _____ or Church Members
Donation
- Dinner Cost \$ _____ or Church Members
Donation
- Other/Beverages \$ _____ or Church Members
Donation

▪ Award/Recognition Cost (with wording or without)

- Awards

- Trophies

- Certificates

- Plaques

▪ Decorations

- Item 1



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- Item 2
-
-

- Letters
 - Letters to send to sponsors, donors and others
- Guest Speaker
 - Request bio/profile sheet from guest speaker(s)
- Submit check and/ or purchase requests
- Complete all purchase and/or check requests
- Promotional Plan
 - Continue distribute of Posters/Flyers
- Decorations
 - All needs to be signed by Chair(s) of Board of Trustees
- Follow-up on sponsors and donations
- Schedule committee members to review plans
- Hold walk-thru of event with committee chair at site
- Review/revise budget
- Start follow-up of all phone calls
- Church –wide programs and events Authorization from Pastor and Head Deacon



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P.E.A.C.E Member Signature:

Chairperson or Co-Chairperson Signature:

Date: _____

Thirty (30) Day Checklist

- Review special guest needs (submit via church office)
- Consult with church office to draft program
- Contact registrants/guests via phone, email and/or letter
- Confirm staff or volunteers for hosting and serving
- Continue phone calls and follow-ups on any uncompleted tasks
- Finalize plans with all parties
- Confirm set-up time at site
- Meet with chairperson to finalize any of the above
- Contact office to arrange pick up of checks
- Consult and finalize music with Minister of Music/Media Ministry/Audio/Sound
- Meet with all committee members to ensure last minute details are covered
- Finish phone follow-up registration
- Double check delivery time with all vendors
- Reconfirm event/program site/location
- Deliver final scripts for all committee chairpersons and program participants
- Assign volunteers
- Finalize refreshments/meals for confirmed number of volunteers
- Make follow-up calls to cover all loose ends
- Distribute additional promotional materials



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P.E.A.C.E Member Signature:

Chairperson or Co-Chairperson Signature:

Date: _____

Day of Event

- Arrive early to finalizes
- Unpack equipment and supplies (prepare list of supplies ahead of time to make sure everything is there)
(retain list to retrieve supplies)
- Reconfirm schedule for volunteers for assigned task(s)
- Check media ministry (video and sound)
- Make sure honorariums check is ready
- Make sure you have receipts to turn into front office
- Make sure fundraiser is closed and money received

Other:



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Annual Program Committee Volunteer Opportunity

Please fill out this sheet. Check mark all of the committees that you would like to work on. Please check the chairperson box if you would like to lead the committee.

Name _____ Phone number _____

Programs	Date	Volunteer Positions	
<input type="checkbox"/> Pastor Anniversary	January 27, 2019	<input type="checkbox"/> Chairperson	<input type="checkbox"/> Committee member
<input type="checkbox"/> Taste of Soul	February 17, 2019	<input type="checkbox"/> Chairperson	<input type="checkbox"/> Committee member
<input type="checkbox"/> Deacons & Deaconess Anniversary	March 24, 2019	<input type="checkbox"/> Chairperson	<input type="checkbox"/> Committee member
<input type="checkbox"/> Easter Hunt	April 20, 2019	<input type="checkbox"/> Chairperson	<input type="checkbox"/> Committee member
<input type="checkbox"/> Family and Friends Day	May 26, 2019	<input type="checkbox"/> Chairperson	<input type="checkbox"/> Committee member
<input type="checkbox"/> Graduate Recognition Ceremony	June 16, 2019	<input type="checkbox"/> Chairperson	<input type="checkbox"/> Committee member
<input type="checkbox"/> Vacation Bible School	July 15-19, 2019	<input type="checkbox"/> Chairperson	<input type="checkbox"/> Committee member
<input type="checkbox"/> Usher's Anniversary	July 28, 2019	<input type="checkbox"/> Chairperson	<input type="checkbox"/> Committee member
<input type="checkbox"/> Church Anniversary	August 4, 2019	<input type="checkbox"/> Chairperson	<input type="checkbox"/> Committee member



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<input type="checkbox"/> Revival (3 Day)	August 5-7, 2019	<input type="checkbox"/> Chairperson	<input type="checkbox"/> Committee member
<input type="checkbox"/> Back 2 School Giveaway	August 17, 2019	<input type="checkbox"/> Chairperson	<input type="checkbox"/> Committee member
<input type="checkbox"/> Youth & Young Adult Anniversary	September 15, 2019	<input type="checkbox"/> Chairperson	<input type="checkbox"/> Committee member
<input type="checkbox"/> Choir Anniversary	September 27, 2019	<input type="checkbox"/> Chairperson	<input type="checkbox"/> Committee member
<input type="checkbox"/> Women's Conference	September 21, 2019	<input type="checkbox"/> Chairperson	<input type="checkbox"/> Committee member
<input type="checkbox"/> Girl Scouts	October 20, 2019	<input type="checkbox"/> Chairperson	<input type="checkbox"/> Committee member
<input type="checkbox"/> Hallelujah Night	October 26, 2019	<input type="checkbox"/> Chairperson	<input type="checkbox"/> Committee member
<input type="checkbox"/> Men's Day	October 27, 2019	<input type="checkbox"/> Chairperson	<input type="checkbox"/> Committee member

*Whoever serves me must follow me; and where I am, my servant also will be. My Father will honor the one who serves me. **John 12:26***

*Commit to the Lord whatever you do, and he will establish your plans. **Proverbs 16:3***