

Greater Peace Baptist Church

Event/Program/Activity Approval Summary

(To be completed by COO for Pastor Approval)

S – Situation

Event/Program/Activity Title: _____

Date(s) & Time: _____

Location (On-site/Off-site): _____

Ministry/Department Responsible: _____

Event Lead/Coordinator: _____

Practice Dates (if applicable): _____

Menu (if applicable): _____

T – Task

Objective/Purpose: _____

Alignment with Church Vision/Theme: _____

Target Audience: _____

Expected Attendance: _____

A – Action

Key Information (program flow/major elements): _____

Special Guests/Speakers (if any): _____

Resources Needed (facilities, equipment, AV, etc.): _____

Budget/Funding Source: _____

Promotion Plan: _____

R – Results

Expected Impact: _____

Success Measures (how will we know it succeeded?): _____

Potential Risks/Concerns: _____

Pastoral – Review

COO Recommendation: ☐ Approve ☐ Needs Revision ☐ Do Not Approve

Pastor's Decision: ☐ Approved ☐ Not Approved

Comments/Conditions: _____

Signature/Date: _____