



**NEW COVENANT**  

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**CHRISTIAN MINISTRIES**

**"Transforming All People Into Fully Devoted Followers of Jesus Christ"**

**PROJECT EVENT PLANNER**

**Name of Project:**

**Date(s) of Project:**

**Location(s)**

**Time:**

**Guest Speakers(s):**

**Apostle Billy and Dr. D'Ann Johnson  
1760 Phillips Road  
Lithonia, Georgia 30058  
Phone: 770-484-9300  
Fax: 770-484-9394**

New Covenant Christian Ministries  
Projects and Events

Event Particulars

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Date of Project/Event: \_\_\_\_\_ Time of Event: From \_\_\_\_\_ to \_\_\_\_\_

Event: \_\_\_\_\_

Division: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone \_\_\_\_\_

Alternate Phone \_\_\_\_\_ Email \_\_\_\_\_

Desired Location for Event: \_\_\_\_\_

Purpose/Theme: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Goals: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Idea, concerns, "must haves", watchouts, etc: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Special Needs: \_\_\_\_\_

\_\_\_\_\_

Approved Budget: \$ \_\_\_\_\_

Approved (Division Director's Signature): \_\_\_\_\_

Date: \_\_\_\_\_

New Covenant Christian Ministries  
Project Event Planner

Key Players & Responsibility Matrix

Key Players	Names	Responsibility	Email Address	Contact Number (s)
Event Coordinator				
Assistant #1				
Publication				
Promotions				
Guest Speaker				
Guest Musician				
Caterer				
Vendors				
Building Maintenance Coordinator				
Hotel Contact				
Hospitality Coordinator				
Audio Tech				
Video Tech				
Attorney				
Decorator				
Excellence Administrator				

## New Covenant Christian Ministries

### MARKETING YOUR EVENT

#### ❑ Internal Communications

##### Venues

##### Run Date(s)

##### Status

FYI- 1

E-Bulletin

FYI – 2

Marquee

Email Blast

Phone Tree

#### ❑ External Communications

##### Venues

##### Run Date(s)

##### Status

PSAs

Radio stations

- 102.5 FM
- V103.3
- 98.5 FM

Local newspapers

- AJC.com
- On Common Ground
- Atlanta University Center Digest
- Rockdale Citizen
- Newton Citizen
- CrossRoads News

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Project Event Planner

Event Budget Analysis

<u>Items</u>	<u>Expense</u>
Guest Lodging	
Guest Transportation	
Giveaways	
Per Diem	
Printing/Copying	
Catering	
Ground Transportation	
Vendors	
Guest Speaker Honorarium	
Security	
Entertainment	
Satellite	
Postage	
Decorations/Décor	
Supplies	
Refreshments	
Advertisement/Promotions	
Total Expenses	0

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Project Event Planner

Things to Do

	Current Date	Due Date	Item/Description	Status/Notes	Actual Completion Date
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

**New Covenant Christian Ministries  
Project Event Planner**

Notes

