

**EVENT CHARTER**  
**EVENT NAME:**



**THE CHURCH OPERATIONS**  
**TOOLKIT**

**DESCRIPTION OF THE EVENT**

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KEY DECISIONS	ANSWER
What is the budget for this event?	
Will we charge a fee?	Yes No If yes, how much
Which ministry/department is the event sponsor?	
Is this a one-time event or do we plan to host this event again?	One-time Plan to host again
How many people do we expect to attend?	At our facility Elsewhere (if so, where?)
How many volunteers will we need?	

**WHAT ARE OUR GOALS & DESIRED OUTCOMES FOR THIS EVENT?**

#	DESCRIPTION
1	
2	
3	



**ASSUMPTIONS**

#	DESCRIPTION
1	<i>Example: We'll have at least 25% of each event planning team member's time available to work on planning tasks from Feb-May.</i>
2	
3	

**CONSTRAINTS**

#	DESCRIPTION
1	<i>Example: Since this is a Thanksgiving outreach, we can't hold the event any later than the fourth week of November.</i>
2	
3	

**EVENT PLANNING TEAM**

NAME	ROLE