**CORNERSTONE CHOSEN MINISTRIES**

**ETAP (EVENT TASK ACTION PLAN**

***PLEASE DO NOT ANNOUNCE OR COMMIT WITHOUT PRIOR APPROVAL***

*CALENDAR YEAR:* ***2020*** ***NAME OF EVENT****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*COORDINATOR(S) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*HAVE YOU PRAYED ON THE PURPOSE OF THIS EVENT? YES\_\_\_\_ NO\_\_\_\_*

*HAVE YOU ALREADY SPOKEN WITH PASTOR ABOUT THIS EVENT? YES\_\_\_\_ NO\_\_\_\_*

*PURPOSE*

*1.*

*IS THERE A THEME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*DO YOU HAVE A SUPPORTING SCRIPTURE(S)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*HAVE YOU SELECTED A COMMITTEE FOR THIS EVENT? YES\_\_\_\_\_\_ NO\_\_\_\_\_\_\_\_*

*IF YOU ANSWERED YES, PLEASE LIST THE NAME(S) OF YOUR COMMITTEE MEMBERS:*

*1. 2.*

*3. 4.*

*(ATTACH ADDITIONAL SHEET TO LIST ADDITIONAL COMMITTEE MEMBERS:)*

*DOES THIS EVENT SUPPORT EVANGELISM? IF SO WHAT IS THE EVANGELISM TASK?*

*WHAT IS YOUR PLANNING AGENDA?*

*WILL THIS EVENT GENERATE REVENUE?*

*WILL YOU HOST ANY FUNDRAISERS PRIOR TO THIS EVENT? YES\_\_\_\_ NO\_\_\_\_*

*WHAT ARE YOUR MEETING PLANS FOR THIS EVENT?*

*WHAT IS YOUR PROJECTED BUDGET FOR THIS EVENT? (YOU CAN ATTACH ADDITIONAL SHEET TO EXPLAIN THE BUDGET)*

*IS THIS YOUR FIRST TIME COORDINATING THIS EVENT?*

*IS THIS EVENT A ONE TIME EVENT OR QUARTERLY OR SEMI ANNUAL OR ANNUAL EVENT?*

*IF THIS EVENT IS ONE THAT HAS BEEN DONE BEFORE, WHAT ARE YOU OMMITTING OR IMPLEMENTING TO MAKE IT UNIQUE THIS YEAR?*

DESIGNATED INTERIM COORDINATOR IN THE EVENT YOU ARE UNAVAILABLE:

WHAT IS YOUR COMMITMENT TO SEEING THIS EVENT THROUGH TO COMPLETION?

IS THIS EVENT DEVELOPED FOR OUTREACH OR INREACH?

TIME FRAME FOR EVENT? (PLEASE NOTE: MINIMUM REQUIREMENT FOR EVENT PLANNING IS 4 MONTHS. IF THIS EVENT IS LESS THAN 4 MONTHS AWAY, EXPLAIN WHY THE PLANNING WAS NOT INITIATED IN THE 4 MONTH TIME FRAME?

SUBMITTED BY:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***DO NOT WRITE BELOW THIS LINE ~ ADMINISTRATION USE ONLY***

*PREVIOUS YEAR PROJECTED BUDGET: $\_\_\_\_\_\_\_\_ ACTUAL EXPENSES INCURRED: $\_\_\_\_\_\_\_\_\_\_*

*Projected budget has been:*

*\_\_\_APPROVED APPROVED WITH ADJUSTED BUDGET AMOUNT OF $\_\_\_\_\_\_*

*\_\_\_REJECTED REASON FOR DECISION (IF NECESSARY)*