



Name of Event: _____

Date of Event: _____

Event Leader: _____

Event Leader - Responsibilities & Checklist Form

<u>STEP</u>	<u>ACTION ITEMS</u>	<u>DATE COMPLETED</u>	<u>Email Address</u>
1.	Get approval for event and event date - (Pastor, Elder Dunn, Department Head).		pastorsamt@msbcmd.org elderdunn@verizon.net
2.	Setup Planning & Coordination Meeting with all Parties simultaneously.		
	<ul style="list-style-type: none"> • Trustees (James Ballentine) 		vlmoncrief@aol.com
	<ul style="list-style-type: none"> • Administration (Rev. Danielle Clarke) 		admin@msbcmd.org
	<ul style="list-style-type: none"> • Finance (Deaconess Tina Hunter) 		financeministry@msbcmd.org
	<ul style="list-style-type: none"> • Communications (Diarra Fields) 		communications@msbcmd.org
	<ul style="list-style-type: none"> • Worship Team (Elder Jacobs) 		songvessel1030@gmail.com
	<ul style="list-style-type: none"> • Ministry of Service 		loviet@msbcmd.org
	<ul style="list-style-type: none"> • IT Team (Audio Visual) (Trustee Gresham) 		dgresham@msbcmd.org
3.	Submit Communication after approval – (Email Admin Team, Nichelle Daniels (Flocknote)).		admin@msbcmd.org
4.	Submit request for (flyer, banners, etc...) to Communications – (Must be submitted 2-weeks prior to request date).		
5.	Complete Facility Request Form – (Must be submitted 2-weeks prior to need by date).		
6.	Complete Check Request Form – (Must be submitted by Monday to receive check on Wednesday).		
7.	Provide periodic status updates to Department Head		
8.	Submit completed form to Department Head.		