



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, Ministry Director).		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"> • Administrative Staff (Deacon Thompson) 		james@msbcmd.org
	<ul style="list-style-type: none"> • Finance (Charlie Fields) 		financeministry@msbcmd.org
	<ul style="list-style-type: none"> • Connect Ministry (Lady Lovie, Rev. Bradley) 		connect@msbcmd.org
	<ul style="list-style-type: none"> • Worship Team (Elder Jacobs) 		songvessel1030@gmail.com
	<ul style="list-style-type: none"> • Ministry of Service 		waheatley@verizon.net
	<ul style="list-style-type: none"> • IT Team (Audio Visual) (Trustee Gresham) 		dgresham@msbcmd.org
3.	Submit Communication after approval – (Email Angelia Scott, Deacon Thompson, Nichelle Daniels (Flocknote).		
4.	Submit request for (flyer, banners, etc...) to Connect Ministry – (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 3pm on Monday to receive on Tuesday of the following week.)		
7.	Provide periodic status updates to Ministry Director.		
8.	Submit completed form to Ministry Director.		