



The "Exciting"
SHBC

REACH • TEACH • DEVELOP • SERVE

Dr. Howard E. Anderson, Sr. - Pastor

SHBC Ministry Program & Event Outline

Program / Event Theme: _____

Program / Event Scripture: _____

Program / Event Date & Time: _____ / _____

Estimated Cost / Fee's: _____

Keynote Speaker: _____

Keynote Speaker: _____

Keynote Speaker: _____

Committee Chair Personnel

Planning: _____

Budget: _____

Program Personnel: _____

Event Site & Accommodations: _____

Event Setup/Cleanup: _____

Production: _____

Hospitality: _____

Promotions/Publicity: _____

Foodservice: _____

Registration: _____

Souvenirs: _____

Additional Forms Needed

(Circle All That Apply)

Audio/Visual

Setup

Publicity

Decorations

Food Service



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SHBC Budget Planning Worksheet

Anticipated Expenses

Facilities	\$ _____
Food	\$ _____
Lodging	\$ _____
Publicity	\$ _____
Speaker Fees	\$ _____
Supplies	\$ _____
Tech Support	\$ _____
Travel	\$ _____
Security	\$ _____
Permits	\$ _____
Registration	\$ _____
Audio/Visual	\$ _____
_____	\$ _____
_____	\$ _____
Total	\$ _____