

**Calvary Assembly of God: Pre-Planning Report**

Adapted & Revised January 30, 2011 • CAG/Leadership/After Action Report

Date & Time of Event: \_\_\_/\_\_\_/\_\_\_ @ \_\_\_ PM/AM

Event Location: \_\_\_\_\_

Ministry: \_\_\_\_\_

Purpose of Event:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attendance:  
Age Group: \_\_\_\_\_  
# Of Leaders: \_\_\_\_\_  
# of Workers: \_\_\_\_\_

Have all the Adults/Leaders had a background check? Yes or no (Circle one)  
If not, have they been approved by the pastor? Yes or No (Circle one)

Cost Of Event:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How will the expenses be paid?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Church Equipment/Facilities/Vehicles Needed:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Set Up/Clean Up: (who is helping, what is needed, etc.)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Miscellaneous Information:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_