

Shiloh Baptist Church - Ministry Event Checklist

Ministry	Event Name	Event Date	Leader / Point of Contact

Checkpoint	Due	Required Actions (check all that apply)
Today: Event form complete	Immediately	<input type="checkbox"/> Event Form completed in full (all sections + budget projection).
6-month check-in	6 months prior to the date of your event	<input type="checkbox"/> Confirm scope is still accurate (date/time/location/format). <input type="checkbox"/> Confirm key people are engaged (volunteers/culinary/assigned Trustee/etc.) <input type="checkbox"/> Flag support needs to Director of Ministry Operations
3-month check-in	3 months out	<input type="checkbox"/> Submit updated desired expenses (item #, qty, unit cost, vendor). <input type="checkbox"/> Await final expense approval before purchasing/ordering.
Voucher submission	No later than 8 weeks out	<input type="checkbox"/> After approval/adjustments, submit ALL vouchers with backup documentation. Nothing will be ordered without supporting voucher.
1-month check-in	1 month out	<input type="checkbox"/> Submit final draft of all programs or print work necessary for the day of the event. <input type="checkbox"/> Finalize logistics + setup plan; confirm orders placed. <input type="checkbox"/> Draft run of show (go-time timeline + assign responsibilities).
3-week check-in	3 weeks out	<input type="checkbox"/> Confirm vendors/participants + volunteer roster.
2-week check-in	2 weeks out	<input type="checkbox"/> Confirm headcount estimate + supply quantities. <input type="checkbox"/> Confirm day-of leads (setup, hospitality, program, cleanup).
1-week check-in	1 week out	<input type="checkbox"/> Distribute final run of show; confirm arrival times. <input type="checkbox"/> Confirm all items received or scheduled for pickup/delivery.

Reminder: Promo videos require Senior Pastor approval. Submit requests to Rev. Bianca for scheduling with Minister Ross and the Media Team.

Ministry Money Turn-In & Receipt Form

All funds collected by Shiloh Ministries must be turned in promptly with a completed ledger showing who gave what and received by whom.

Office Copy Ministry Copy

Name of Ministry		Event / Purpose	
Name of Ministry Leader Phone #/ Email		Collection Date(s)	
Submitted By (name)		Turn-In Date	
Cash Total		Phone / Email	
Other (specify) Total		Checks Total	
Received By (Office/Finance)		Grand Total	

Donor Ledger (attach additional pages if needed)

Date	Full Name of Person Making Contribution	Method (Cash, check, other)	Check #	Amount	Received By	Notes

Verification & Signatures

Counted By #1 (name/signature)	Counted By #2 (name/signature)	Submitted By (name/signature)	Received By (Office/Finance)

Instructions: Submit this form with all funds. Attach receipts, invoices, or online transaction reports as applicable. Ministries may not hold cash or checks for later use.