

Event Planning and Evaluation Tool



Use this as a planning sheet to plan and then as an evaluation sheet when the event is finished.

Event: _____ Date: _____

<h3>Purpose</h3> <p>Why are you doing what you are doing/did you do what you did?</p> <p>Did we accomplish our purpose?</p> <p>What is our church's mission or purpose statement?</p> <p>How will/did this event help to accomplish this statement?</p>		
<h3>Vision</h3> <p>How will/did this event glorify God and reflect His character?</p>	<h3>Unity</h3> <p>How will/did this event build unity among the women?</p>	<h3>Tasks</h3> <p>Do/did these tasks flow from Scripture?</p>

Church	Team	Gospel
<p>How will/did this event help or hinder the overall church and its ministries?</p> <p>Have you received approval from the church leadership about this event?</p> <p>Was this event life-giving or life taking?</p>	<p>Who is on your team for this event?</p> <p>How can you blend their gifts and graces for God's glory?</p> <p>Have you expressed thanks for their efforts?</p>	<p>How will/did this extend the boundaries of the community to enfold those outside the church?</p>
<p>Characteristics of the Covenant:</p> <p>How will/did this event demonstrate the characteristics of the Covenant?</p> <p>Covenant is Sovereignly-initiated:</p> <p>Covenant is Relational:</p> <p>Covenant is Compassionate:</p> <p>Covenant is Generational:</p> <p>Covenant is Corporate:</p>		
<p>Prayer Requests:</p>		<p>Praise Report:</p>