

## CHRISTMAS LUNCHEON PROJECT PLAN

Due Date	Name	Budget	Notations
	<b>ADMIN DETAILS</b>		
	Ticket Price		
	Theme		
	Scripture Verse		
	Coordinators		
	Event Form		
	Create Promotional Materials		
	Announcements, bulletin, and video promotion		
	Guest Speaker		
	Create Budget/Prepare Requisitions		
	Manage Registrations/Sign-Ups		Registration will begin:
	Childcare		
	Pizza for Children		
	Greeters/Ticket Takers		
	Ushers/Seating Arrangements		
	Gifts for Servers		
	<b>FACILITIES</b>		
	Set up Tables & Chairs		
	Decorations		
	Table Hostesses/Prizes		
	Favors		

	Boutique				
	<b>LUNCH</b>				
	Food				
	Drinks (Coffee/Tea/Hot Water) and deserts				
	Servers				
	<b>WORSHIP SERVICE</b>				
	DJ/Sound/Overheads				
	Order of Service				
	Emcee				
	Icebreakers				
	Praise & Worship				
	Duet				
	Praise Dance				
	Spoken Word Piece				
	Tea Time				
	Raffle/Door Prizes				
	<b>CLEAN UP</b>				
	Clean Up Crew				

TOTAL COST 0.00  
 COST PER PERSON - X HEADCOUNT (COST/HEADCOUNT) 0.00  
 TOTAL TICKET SALES TO DATE