

# Prayer Rally Worksheets

## Prayer Rally Planning Sheet

PEOPLE: (List all people involved in planning and preparation)		
Steering Committee:	Name	Phone:
Chair:		
Sec.:		
Treas.:		
Promotion:		
Program:		
Facilities:		
Recruitment:		
Music:		
Prayer Base:		
Board of Reference: (Attach accompanying list)		
Concert Leader:		
<u>Worship Team:</u>		
<u>Prayer Leaders:</u>		
<u>Ushers:</u>		
<u>Counters:</u>		
<u>Setup workers:</u>		
Location:		
Type of facility:		
Parking situation:		
Misc:	1. Extra rooms for staging and counting offering. 2. Map of location for published materials.	

# Prayer Rally Finance Checklist

*Check if completed:*

## General

- Have we carefully and prayerfully planned a workable budget?
- Do we have an effective recruitment process in place? (This is the best way to guarantee a successful offering.)

## Ushers

- How many ushers will we need? How many sections will each one serve?
- From where will we recruit ushers? Friends? Church sections?

## Accounting

- How many money counters will we need?
  - Do we have all necessary supplies and arrangements?
    - Offering collection containers
    - Adding machines
    - Money wrappers
    - Security person(s)
    - Secure location/room
    - Who will keep records of expenses and contributions?
    - Who is responsible for money until deposited in the bank?
    - Who is responsible for sending receipts?
    - How are surplus funds to be designated?

## Other Income

- Will we ask churches for one-time contributions? What plan or procedures will be used?
- What churches or Christian businesses will donate supplies or services?

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# Prayer Rally Income Worksheet

## Contributions from Churches:

Estimated Number of Churches: \_\_\_\_\_

Estimated Average Donation : \_\_\_\_\_

Total Church Contributions: \_\_\_\_\_

## Other Grants/Donations:

\_\_\_\_\_ :

\_\_\_\_\_ :

Total of Other Donations: \_\_\_\_\_

## Offering:

Estimated Number of Participants: \_\_\_\_\_

Estimated Average Gift (\$3-\$4): \_\_\_\_\_

Total Income from Offering: \_\_\_\_\_

TOTAL ANTICIPATED INCOME: \_\_\_\_\_

# Prayer Rally Expense Worksheet

<b>POSTAGE:</b>	Projected Mailings	Date	Quantity	Cost	Total
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
					<b>Subtotal:</b> _____

<b>PRINTING/ PROMOTION:</b>		Quantity	Cost	Total
	Flyers	_____	_____	_____
	Posters	_____	_____	_____
	Programs	_____	_____	_____
	Offering Envelopes	_____	_____	_____
	Tickets	_____	_____	_____
	Stationery	_____	_____	_____
	Photocopying	_____	_____	_____
	Mailings (from above)	_____	_____	_____
	Phone	_____	_____	_____
	Other	_____	_____	_____
				<b>Subtotal:</b> _____

<b>FACILITIES:</b>	Rental	_____		
	Sound System Rental	_____		
	Platform Set-Up	_____		
	Insurance	_____		
	Electrical Hook-up	_____		
	Janitorial	_____		
	Other	_____		
				<b>Subtotal:</b> _____

<b>COMPENSATION:</b>	Speaker/Leader (if applicable)			
	Honorarium	_____		
	Travel	_____		
	Musicians	_____		
	Professional Services	_____		
	Local Travel Reimbursement	_____		
				<b>Subtotal:</b> _____

<b>MEDIA:</b>	Radio Ads	_____		
	TV Ads	_____		
	Newspaper Ads	_____		
	Other	_____		
				<b>Subtotal:</b> _____

<b>OTHER COSTS:</b>	_____	_____		
	_____	_____		
	_____	_____		
				<b>Subtotal:</b> _____

**TOTAL:**

# Prayer Rally Facility Check List

Name of Facility: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_

Name of Person in Charge of Facility: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_

Other Key People: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Seating Arrangments** (*check one*):

- Open Seating
- Seated by Church/Group Sections
- Assigned Seat Numbers

**Special Information:**

Early Access Door: \_\_\_\_\_

Elevators: \_\_\_\_\_

Handicapped Access: \_\_\_\_\_

Security Guards: \_\_\_\_\_

Parking Attendants: \_\_\_\_\_

First Aid: \_\_\_\_\_

**Parking Arrangements:**

VIP Parking: \_\_\_\_\_

Bus Parking: \_\_\_\_\_

General Parking: \_\_\_\_\_

**Pre-Event Meeting Room:** Where/When Open: \_\_\_\_\_

**Room for Ushers/Offering Count:** Where/When Open: \_\_\_\_\_

**Platform Set-Up:** Key Contact: \_\_\_\_\_

**Sound System:** Key Contact: \_\_\_\_\_

**Tickets:** Key Contact: \_\_\_\_\_

**Ushers/Offering:** Key Contact: \_\_\_\_\_

**Other:** \_\_\_\_\_

## Prayer Rally Set-Up Schedule

	Time:
Platform Assembly	_____
Screen & Projector Set-up	_____
Sound Set-Up Begins	_____
Rally Coordinator Arrives	_____
Platform Set-Up	_____
Musicians Arrive	_____
Instrument Set-Up Begins	_____
Soundcheck Musicians	_____
A/V Sound Set-Up	_____
A/V Rehearsal	_____
Houselight Rehearsal	_____
Final Facilities Check (meeting room/tables, etc.)	_____
Signs Put Up	_____
Pre-Program Prayer Meeting Begins in Room:	_____
Usher Briefing Begins in Room:	_____
Program Briefing Begins in Room:	_____
Prelude Begins	_____
Program Begins	_____
Platform Strike and Clean-Up	_____