

Event Proposal: Christmas Carol & Mini-Carnival Outreach Program

1. Introduction This proposal outlines a Christmas Carol & Mini-Carnival Outreach Program organized by our church. The event includes:

- Carol program
- Bouncing castles/kids play area
- Food stalls and small vendor outlets
- Community engagement activities

The goal is to bring the community together, share the love of Christ, attract newcomers, and strengthen the church's outreach.

2. Objectives of the Event

- Strengthen community relationships
- Provide a safe and fun environment for families
- Create awareness about church ministries
- Raise funds for church activities
- Provide an opportunity to reach new souls

3. Expected Benefits

Advantages

- Increases church visibility
- Attracts families and youth
- Opportunity for evangelism
- Fundraising through stalls
- Builds unity among church members

Disadvantages / Risks

- Weather-related problems (if outdoor)
- Higher cost if sponsors are not secured
- Safety risks in kids' play zones
- Need for strong crowd management

4. Requirements & Responsibilities

A. Event Requirements

- Venue setup (stage, tents, lighting, sound)
- Kids play area (bouncing castles, supervisors)
- Security and first-aid team
- Stalls: food, beverages, snacks
- Decorations and Christmas theme items
- Parking arrangement
- Waste management

B. Volunteer Roles

- Ushers & crowd control
- Worship and carol team
- Technical team (sound & lighting)
- Health & safety team
- Vendor/stall coordinators
- Finance team for cash handling

5. Budget Breakdown

- Sound & lighting: Rs. 50,000 – 150,000
- Bouncing castle rentals: Rs. 20,000 – 40,000
- Decorations: Rs. 15,000 – 30,000
- Food stall preparation: Variable
- Security & first aid: Rs. 10,000 – 20,000
- Advertising/social media: Rs. 5,000 – 15,000

6. Sponsorship Opportunities

We can approach:

- Local businesses
- Supermarkets
- Bakeries & food suppliers
- Clothing shops
- Banks & finance companies
- Vehicle dealerships

Offer sponsor benefits:

- Their logo on banners
- Stage announcements
- Stall space
- Social media promotion

7. Timeline

- Planning meeting – Week 1
- Sponsor outreach – Weeks 1–2
- Team assignments – Week 2
- Marketing launch – Week 3
- Venue setup – Event day morning
- Event execution – Evening
- Follow-up & thank-you notes – Next day

8. Conclusion This program will greatly support our church's mission by engaging our community, opening doors for new relationships, and creating a joyful environment to share the Gospel. With leadership approval, we can begin planning immediately.