



Event Planning Form

Lead Pastor Approval
Date: _____

Admin/Office Approval
Date: _____

This form must be filled out and approved before the event is advertised. Events should be planned and approved so that advertising can begin at least 4 weeks prior to the event date.

General Details

Event Name: _____ Event Date(s): _____

Event level: Church Sectional District Other: _____

Who is this event for? _____

Estimated # to attend: _____ Cost per person: _____ Budget: _____

Team in charge of event: _____ Contact person: _____

Location of event: _____

**If using church building/ property, the back of this page must be completed too →*

Transportation

Van Driver: _____

Personal Vehicle Driver: _____

Insurance Carrier: _____ Policy # : _____

Vehicle make & model: _____

Plate # : _____ State: _____

Personal Vehicle Driver: _____

Insurance Carrier: _____ Policy # : _____

Vehicle make & model: _____

Plate # : _____ State: _____

Advertising

Please advertise/ post this event on the:

Pre-Service scrolling announcements

Weekly announcements video

Church Website

Church social media pages

Would you like the media team to design the graphics and announcement slides?

Yes No, we already have graphics we would like to be used.

If "no," send any media/ graphics you want to be used in advertisements to donnastuller@gmail.com within 1 week.



On-Site Planning Information

Only complete this side if the event will be held on-site at the church (building and/or outside property).

Areas you will be using (check all that apply):

IMPORTANT:

All areas used must be vacuumed (floor & seats); trash must be removed to the dumpster; kitchen must be wiped down, mopped, and dishes put away.

- Sanctuary Time: _____
- Fellowship Hall Time: _____
- Classrooms Time: _____ Room #(s): _____
- Outside Time: _____
- Kitchen Time: _____

Have the volunteer(s) using the kitchen been trained on the gas appliances?

- Yes No – I need to be trained prior to the event.

Will you be serving food at this event? No Yes, we will be serving:

Church supplies you will need to use:

- Coffee Amount: _____ (estimate)
- Disposable cups Amount: _____
- Disposable flatware Amount: _____
- Disposable plates/ bowls Amount: _____
- Napkins Amount: _____
- Tables Amount: _____
- Folding Chairs Amount: _____
- Other: _____ Amount: _____
- Other: _____ Amount: _____

Technology you will need to use:

	Sanctuary	Fellowship Hall
Computer	<input type="checkbox"/>	<input type="checkbox"/>
Projector	<input type="checkbox"/>	<input type="checkbox"/>
Sound System	<input type="checkbox"/>	<input type="checkbox"/>

- Microphones
Number needed: _____

- We would like to request a tech team member to serve during this event.

Volunteers (fill in the names and jobs of your volunteers for this event)

Name:	Role / Job:
_____	Unlock & lock up church building (REQUIRED)
_____	_____
_____	_____
_____	_____