

[Church Name] Event Planning Form

In effort to provide efficient communication regarding your upcoming event, please complete all necessary spaces and return this form to the office at least 30 days prior to your event.

| OFFICE USE ONLY | |
|-----------------|-------|
| Received By: | Date: |
| Approved By: | Date: |

| | |
|-----------------|---------------|
| Ministry Team: | Today's Date: |
| Contact Person: | Home Phone: |
| Email Address: | Cell Phone: |

| | | |
|----------------------------|--------------|-------|
| Title of Event: | Date: | Time: |
| Type of Event: | Event Theme: | |
| Number of People Expected: | | |

Office

Copy Given to Staff

| | |
|---|--|
| Request creation of: <input type="checkbox"/> Signup Sheet <input type="checkbox"/> Insert/Flyer <input type="checkbox"/> Announcement Slide <input type="checkbox"/> Posters Amt: _____ <input type="checkbox"/> Bulletins <input type="checkbox"/> Boxes <input type="checkbox"/> PowerPoint Presentation <input type="checkbox"/> Tickets Amt: _____ <input type="checkbox"/> Postcards Amt: _____ <input type="checkbox"/> Insurance Waivers <input type="checkbox"/> Other: | Advertising: <input type="checkbox"/> Newspaper <input type="checkbox"/> Radio <input type="checkbox"/> Churches <input type="checkbox"/> Other: |
| Request announcement during service on: | Other Instructions: |

Facility

Copy Given to Team Chair

| | | | |
|---|---------------------|--|-----------------------|
| Person opening building day of event: | Time building open: | Person locking building day of event: | Time building closed: |
| Areas Requested: <input type="checkbox"/> Sanctuary <input type="checkbox"/> Library <input type="checkbox"/> Infant Nursery <input type="checkbox"/> Kitchenette <input type="checkbox"/> Off Campus <input type="checkbox"/> Fellowship Hall <input type="checkbox"/> Children's Room <input type="checkbox"/> Toddler Nursery <input type="checkbox"/> Foyer <input type="checkbox"/> Other: <input type="checkbox"/> Kitchen <input type="checkbox"/> Youth Room <input type="checkbox"/> Pre-School Nursery <input type="checkbox"/> Outdoor/Lawn | | | |
| Tables Requested: <input type="checkbox"/> 6-Foot Amt: _____ <input type="checkbox"/> Padded Chairs: _____ <input type="checkbox"/> Round Amt: _____ # Per Table _____ | | Miscellaneous Requested: <input type="checkbox"/> Podium <input type="checkbox"/> Tablecloths <input type="checkbox"/> Dividers <input type="checkbox"/> Risers <input type="checkbox"/> Metal Folding Chairs <input type="checkbox"/> Baptismal | |
| Special instructions (e.g. platform cleared, fellowship hall empty): | | | |

CustodialCopy Given to Staff

| | | |
|---|-----------------|--|
| <input type="checkbox"/> Set Up Help Requested | Day/Time: _____ | Day/time you would like room/facility available: |
| <input type="checkbox"/> Take Down Help Requested | Day/Time: _____ | |
| Special instructions: | | |

PrayerCopy Given to Team Chair

| | |
|---|----------------------------|
| <input type="checkbox"/> Team requested during event: | Prayer requests for event: |
|---|----------------------------|

KitchenCopy Given to Team Chair

| | |
|---|--|
| Paper products requested: <input type="checkbox"/> Plates Amt: _____ <input type="checkbox"/> Napkins Amt: _____ <input type="checkbox"/> Cups Amt: _____ <input type="checkbox"/> Utensils Amt: _____ Special Instructions: | Food requested: <input type="checkbox"/> Coffee Amt: _____ <input type="checkbox"/> Condiments Amt: _____ <input type="checkbox"/> Lemonade Amt: _____ <input type="checkbox"/> Butter Amt: _____ <input type="checkbox"/> Sugar/Creamer <input type="checkbox"/> Other (list) Amt: _____ |
| Other Supplies Needed: | |
| Equipment Req: <input type="checkbox"/> China <input type="checkbox"/> Stove <input type="checkbox"/> Dishwasher <input type="checkbox"/> Silverware <input type="checkbox"/> Oven <input type="checkbox"/> BBQ <input type="checkbox"/> Coffee Maker <input type="checkbox"/> Convection Oven <input type="checkbox"/> Popcorn Mach <input type="checkbox"/> Refrigerator <input type="checkbox"/> Warmer <input type="checkbox"/> Cotton Candy <input type="checkbox"/> Freezer <input type="checkbox"/> Roasters Maker | Help requested (must be approved by ministry chair): <input type="checkbox"/> Meal Prep #: _____ <input type="checkbox"/> Clean Up #: _____ <input type="checkbox"/> Servers #: _____ |

Technical/MusicCopy Given to Team Chair

| | |
|--|--|
| Sanctuary: <input type="checkbox"/> Sound <input type="checkbox"/> Computer <input type="checkbox"/> Projector <input type="checkbox"/> Special Lighting <input type="checkbox"/> Podium <input type="checkbox"/> Piano/Organ <input type="checkbox"/> Microphone(s) #: _____ | Other Equipment: <input type="checkbox"/> TV <input type="checkbox"/> DVD Player <input type="checkbox"/> CD Player <input type="checkbox"/> Laptop <input type="checkbox"/> VHS Player <input type="checkbox"/> Screen <input type="checkbox"/> Portable Projector |
| Other Areas: <input type="checkbox"/> Sound Equipment <input type="checkbox"/> Lighting <input type="checkbox"/> Other <input type="checkbox"/> Microphone(s) #: _____ | Other Requests: <input type="checkbox"/> Photograph Event <input type="checkbox"/> Audiotape Event <input type="checkbox"/> Videotape Event |
| People (must be approved by Corporate Worship chair): <input type="checkbox"/> Sound Tech <input type="checkbox"/> Computer Tech <input type="checkbox"/> Ushers <input type="checkbox"/> Greeters <input type="checkbox"/> Musician(s) <input type="checkbox"/> Vocalist(s) | |
| Other instructions (e.g. John Doe is doing sound, PowerPoint needs audio): | |

ChildcareCopy Given to Team Chair

| | |
|---|--|
| Help requested for the following ages (must be approved by Youth Ministries chair): | |
| <input type="checkbox"/> 0-2 Years #: _____ | <input type="checkbox"/> 2-4 Years #: _____ |
| <input type="checkbox"/> 4-5 Years #: _____ | <input type="checkbox"/> 5+ Years #: _____ |

Finance

Estimated event budget: \$ _____

- Budgeted from Ministry Team line item: _____
- Unbudgeted, no finances from [Church Name] will be used unless expenses are **pre-approved** by the Church Board
- Offering or proceeds will be collected. (Administrator will provide instructions.)
- If event is a fundraiser, it has been approved by the Church Board as required.

Please turn in an accounting of expenses and profits of your event for church records.

Any special needs or requests not covered:

