

## EVENT PLANNING SHEET

\* PLEASE COMPLETE AT LEAST 3 MONTHS IN ADVANCE \*

NAME OF EVENT		TIME OF EVENT:	DATE OF EVENT:
DEPARTMENT RESPONSIBLE FOR EVENT:		PERSON RESPONSIBLE:	
FACILITIES NEEDED:	# OF ANTICIPATED ATTENDEES	SET-UP REQUIRED*(ATTACH DIAGRAM)	
WHO IS RESPONSIBLE FOR SET UP/CLEAN-UP?		WHO WILL OPEN/LOCK-UP CHURCH?	
WHAT STAFF NEEDS ARE REQUIRED? <input type="checkbox"/> NURSERY: # OF KIDS _____ # OF WORKERS: _____ <input type="checkbox"/> SOUND/LIGHTING <input type="checkbox"/> SECURITY: NUMBER NEEDED _____ <input type="checkbox"/> CREATIVE DESIGN <input type="checkbox"/> OTHER (SPECIFY): _____			
WHAT TYPE OF ADVERTISING/PROMOTION DO YOU PLANNED TO USE? <input type="checkbox"/> CHURCH NEWS <input type="checkbox"/> PRINTING <input type="checkbox"/> EMAIL <input type="checkbox"/> MAIL OUT <input type="checkbox"/> SOCIAL MEDIA <input type="checkbox"/> OTHER: _____  <i>** REMEMBER THAT ALL PRINTED MATERIALS/EMAILS <u>MUST</u> CONTAIN THE CHURCH LOGO &amp; INFORMATION**</i>			
PROPOSED EXPENDITURE FOR EVENT		PREVIOUS BUDGET (IF APPLICABLE)	
HOW DO YOU PLAN TO GENERATE FUNDS?			
WILL THERE BE CATERING? YES <input type="checkbox"/> NO <input type="checkbox"/>		WHO WILL HANDLE CATERING/FOOD?	
OTHER CONSIDERATIONS:			

ADDITIONAL NOTES: (EVENT MANAGER)