



Master Event Worksheet

Revised 2026

Group Name: _____ Date Submitted: ____/____/20____

Contact Name: _____ email: _____

Phone #: (____)____-____ Church Member?: Yes No
cell

Do you have access to the building (security code) ? Yes No

If 'no' then what LCC Church member will disarm and set the alarm?

Your event will NOT be scheduled until this is established and the person has been notified and confirmed

Name Phone

Event/Purpose: _____ Date (s): _____

Doors open at: _____ Event Time: _____ — _____ (These times will be published)

Unlock Door Time: _____ Lock Door Time: _____

*****MUST BE HERE 15 MINUTES BEFORE DOOR UNLOCKS*****

If this will be a regularly repeating event, please indicate the frequency: _____
(For example, every month on the 2nd Thursday)

Who will be attending this event, how many people are expected to attend/serve? _____

Will there be minors attending? Yes No

- Event will be offsite (location): _____
Note, if providing transportation from LCC, your attendees will also need to know when to meet at the church and when you will return to the church, in addition to the event time itself.
- Event will be onsite at LCC (**Approval for use of the building must be obtained**)
- Event will be **overnight at LCC** (Elder approval required)

Set-up Time Required: ____ Hours ____ Minutes Set-up Point Person: _____

Building Use Request

We recommend making your building use request in the early stages of your planning, and consider for determining lead-time. You will be responsible for communicating with the set-up teams if your event is in the gym on a Saturday, so that the church can be made ready for Sunday worship, Your group may need to plan on doing the set-up after your event is completed.

- Room (s): Main Auditorium Kids' Auditorium Student Auditorium Main Foyer
- Check all that apply** Main Kitchen Kitchenette Shelter House
- White house Other _____
- Classroom(s) _____

*****WE MAY CONTACT YOU TO SET UP A MEETING TO GO OVER DETAILS OF THE EVENT*****

Child Care

If this is an event for adults, will childcare be provided? Yes No If yes, for what ages? _____

Childcare Details: _____

- Please indicate additional requests and the office will contact you for details: **Check all that apply**
- Promotion (including web, bulletin, and announcements)
 - Use of The HUB
 - Child Care
 - Online Registration
 - AV/Tech equipment
 - TV, DVD, Projector

PROMOTION and COMMUNICATION

Your group/ministry is responsible for submitting the blurb content for your event. Any information you would like published in the bulletin, announcements or on the web site needs to be e-mailed to office@lebanonchristian.org.

There is a 200 word limit for the bulletin and a deadline of Tuesday at 3:00 PM for the following Sunday. We will try to honor your preferences when we can.

Event Promotion

Each type of event is different in regards to the promotion and the lead time required, but a general rule would be a minimum of 4-6 weeks. If your event is a large event, 4-6 months is more appropriate, with all final details in place by 4-6 weeks out. We ask that you contact the publishing assistant in the early planning stages so that a timeline can be established, especially if tickets will be sold or registrations required. Please forward to office@lebanonchristian.org. Please note, we make every effort to honor your request as written. However, there will be times when due to timing issues, and other announcement requests pending or requested, your announcement may be held until a later date. We will however still run them on the TV screen and on the announcement slides when we have those to run between services as long as space is available there.

Start Date of Promotion _____ **End Date of Promotion** _____

Bulletin _____

Please indicate the dates and or frequency

LCC Facebook _____

Please indicate the dates

TV Screen and Announcement slides _____

Please indicate the dates

Video (must be approved by worship minister) _____

Please indicate the dates

Other printing needs/signage

Email

Website promotion

Event Registration

Will your event require registration beforehand? Yes No Will you need online registration? Yes No

Dates for online registration: _____ through _____ *(Final deadline must be Monday-Thursday by 3:30)*

Will the number of participants be limited? Yes No If yes, what is the maximum: _____

Cost to attend and date due? \$ _____ / _____ / _____
(Elder approval may be required)

If there is a deposit required, what is the deposit amount and date due? \$ _____ / _____ / _____

Do all of your volunteers have background checks on file at LCC if they are serving with children? Yes No
If you are not sure, the office can verify for you.

Other items to consider include: Will you need a discount code and/or early-bird pricing, do you want to receive an email with each registration or do you prefer to request a report from the office as needed? Please discuss with the office staff when you turn in your form.

Equipment Required

AV/Tech equipment (Must have LCC AV/sound tech--fees may apply, we cannot guarantee the schedules of our volunteers)

TV/DVD/Projector _____

Kitchen Equipment _____

(Non-ministry or non-church event groups must provide their own supplies, paper goods, perishables, food, etc)

All rooms must be returned to their original set-up of tables/chairs. Your group is responsible for set-up and tear-down, and clean-up following. We recommend snapping a photo before moving anything, so you will be able to put them back in order. Custodial fees may apply if the rooms used require attention after your event. Please contact the fellowship ministry leader and the communion prep person scheduled, if your group will be using the kitchen on a Saturday and/or storing large amounts of food in the freezers or cooler.

*I understand I am responsible for knowing, understanding and adhering to the guidelines established by
Lebanon Christian Church.*

Signature

Date: ____/____/20____

Printed Name