

Ministry Event Planning Form

In an 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. Planning Forms are reviewed during weekly staff meetings and any missing information may delay approval.

OFFICE USE ONLY
Received by:
Date:
Approved by:
Date:

Contact Person		
Organization		
Email	Phone Number	
Title of Event	Date of Event	Start & End Time
Cost	Registration Deadline	

COMMUNICATION

Copy given to staff ___

RESOURCES REQUESTED:	___ Newsletter (due 15th of month prior to publishing)
___ Bulletin Announcement	___ Facebook Event
___ Announcement Slide	___ Web-site Announcement
___ Video Announcement (limited availability)	___ Online Registration
___ Email Announcement (limited availability)	___ Online Event Payment

GRAPHICS:
 If you are providing a graphic, please submit a 1920 x 1080 jpg to media@jacksonfbc.com with your event name in the subject line. Do not include text on the graphic, so we may change the size to fit various platforms. If you must include text, email media@jacksonfbc.com to request the various picture sizes needed so you may create them. If you would like a graphic to be designed, please email media@jacksonfbc.com for more information.

BULLETIN & WEBSITE ANNOUNCEMENTS AND FACEBOOK EVENTS REQUIRE THE FOLLOWING INFORMATION:

There is so much vying for people's time and attention, we can no longer only publish dates and times. We must tell our church and community **WHY** this event is important. The why only has to be 2-3 informative sentences. Here are some guidelines that might help you: 1. Build excitement for the event. 2. Briefly explain why your audience should care. 3.

EVENT INFORMATION:

FACILITIES (Approved personal requests require a deposit and usage fee.)

Areas Requested:	<input type="checkbox"/> Multi-Purpose Room	<input type="checkbox"/> Adventure Café	<input type="checkbox"/> Other Area
<input type="checkbox"/> Sanctuary	South	<input type="checkbox"/> Multi-Purpose Room	Describe:
<input type="checkbox"/> Fellowship Hall	<input type="checkbox"/> Gym	North	
<input type="checkbox"/> Kitchen (See below)	<input type="checkbox"/> Gym Foyer	<input type="checkbox"/> Student Worship	<input type="checkbox"/> Off Campus Location
<input type="checkbox"/> Library	<input type="checkbox"/> Indoor Playground	Room	Address:

Facilities should be left clean and ready for the next event:

All furniture and equipment should be returned to their original condition and location.

*Remove **ALL** items you bring in, including supplies, decorations, floral arrangements and food.*

All trash should be taken outside to the proper area.

Return all cleaning supplies to their proper location.

Ensure all equipment and lights are off and doors locked prior to departing the property.

Person responsible for opening the building: _____

Person responsible for closing and locking the building: _____

KITCHEN

Copy given to staff _____

Kitchen Policies and Key Received:	
Signature _____	Date _____
Key Returned to Office:	
Signature _____	Date _____

AUDIO VISUAL

Copy given to staff _____

Equipment Requested:	
<input type="checkbox"/> Microphones	<input type="checkbox"/> How Many?
<input type="checkbox"/> CD Player	<input type="checkbox"/> Television/Monitor
<input type="checkbox"/> Instrument Inputs	<input type="checkbox"/> DVD Player
What Instruments? _____	<input type="checkbox"/> Presentation from Thumb Drive
	<input type="checkbox"/> Other: _____

TRANSPORTATION

Copy given to staff _____

Vehicle Requested:	
<input type="checkbox"/> Bus	<input type="checkbox"/> Van