

Trinity Presbyterian Church
Event Planning



This form is to be used by Session, PW, PM, Y2K and all church committees/groups for event planning that involves reserving any church rooms, needs publicity and invites church members, students, staff, the congregation and/or members of the community.

This form is not to be used for scheduling meetings.

Committee/Group: _____

Submitted by (name)

Date Submitted

Event: _____

Dates: _____ Time – From: _____ To: _____

Set-up _____ Clean-up: _____

Rooms and/or Church Supplies Needed: _____

Target Audience: _____

Implementation Team Needed: _____

Budget Estimate: \$ _____ for _____

Publicity Needed: _____

Session Approval Needed? (yes/no) _____ Date Approved: _____

Security – Unlock: _____ Lockup: _____

Distribution: The group planning the event will provide a copy to the Church Secretary for the scheduling calendars and to the Communication Council for website publicity. Each group should keep a copy for future reference. Events are not approved by the Communication Council. It provides publicity only. Approval is done by the Session when required.