



General Event Planning Information

Complete this page with sufficient details to provide an overview of the event and its intended impact. Event Planning Guides **must be submitted 60 days prior to the event** to your staff contact person for consideration. Your staff contact person will communicate your event approval status. If you are unsure of your point of contact, call the church office.

Please note: Ministries should not schedule or contact guest speakers unless approval is granted by the pastor.

Ministry Name	<input type="text"/>	Staff Contact(s)	<input type="text"/>
Event Name	<input type="text"/>	Event Date(s)	<input type="text"/>
Start Time	<input type="text"/>	End Time	<input type="text"/>
Location(s) Requested (Sanctuary, Fellowship Hall, etc.)	<input type="text"/>	Earliest Access Time Requested	<input type="text"/>
Ministry/Committee Members' Names	<input type="text"/>	Ministry Contact Person	<input type="text"/>

Event Summary

State the purpose of event and the intended audience. (incl. specific details)

What is the event theme and scripture? (Note colors if applicable)

How many attendees are expected?

What type of event is being planned? (Banquet, conference, training, etc.)

Will food be served? (incl. number and type of meals)

Share the details associated with the event. (List activities that will occur for each day of event)

Are there any community outreach activities involved? (incl. targeted groups)

Please note the date of the event debrief. (A debrief date must be identified prior to the event approval being granted.)

Allocated Budget Amount (If no budget was pre-approved, provide estimated costs)

Name

Person Submitting Form (print)

Signature

Signature

Date

MM DD YY