

Please complete all of the information below with as much detail as is available at the present time. As your event gets closer, please continue to update this information and take the next steps as outlined.

NAME OF EVENT: \_\_\_\_\_

ORGANIZER/HOST OF EVENT: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone Number: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone Number: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

PROPOSED DATE OF EVENT: \_\_\_\_\_  
Month Day Year

PROPOSED TIME OF EVENT: \_\_\_\_\_ AM or PM (Please circle one)

ANTICIPATED NUMBER OF ATTENDEES: \_\_\_\_\_

ANTICIPATED SPACE NEEDS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Please describe what spaces you will need, for how many people and for what purpose.)

ANTICIPATED EQUIPMENT NEEDS : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Please describe what equipment you will need, for what purpose and who will operate it.)

DO YOU NEED A PERSON TO RUN A/V EQUIPMENT? \_\_\_\_\_

ANTICIPATED FOOD/BEVERAGE NEEDS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Please describe food, snacks, coffee, beverages to be offered and who will provide the items.)

DO YOU NEED ANYONE TO SERVE AS A GREETER? \_\_\_\_\_

DATES OF UPDATES TO THIS FORM    \_\_/\_\_/\_\_    \_\_/\_\_/\_\_    \_\_/\_\_/\_\_    \_\_/\_\_/\_\_  
  \_\_/\_\_/\_\_    \_\_/\_\_/\_\_    \_\_/\_\_/\_\_    \_\_/\_\_/\_\_

**Office Use Only (please check off and/or initial as completed):**

\_\_\_\_\_ Event, \_\_\_\_\_ date, \_\_\_\_\_ time, \_\_\_\_\_ number of attendees approved by Pastor.

\_\_\_\_\_ Event host has provided for/arranged for all details and does not need additional assistance.

\_\_\_\_\_ Event has been scheduled by office staff on master calendar.

Additional assistance is needed by host: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Additional assistance will be provided to host by: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Events Checklist Items:**

- |  |  |
|--|--|
| <input type="checkbox"/> No conflicts in uses of space               | <input type="checkbox"/> No incompatibilities with other events          |
| <input type="checkbox"/> No conflict in noise levels                 | <input type="checkbox"/> No conflicts in equipment/furniture needs       |
| <input type="checkbox"/> Host is able to set up/put away furniture   | <input type="checkbox"/> Host knows how to make coffee, set up for food  |
| <input type="checkbox"/> Kitchen supplies are on hand                | <input type="checkbox"/> Host has info on how meetings are conducted     |
| <input type="checkbox"/> Event will begin and end with prayer        | <input type="checkbox"/> Needed supplies have been purchased             |
| <input type="checkbox"/> Back-up host is available, if needed        | <input type="checkbox"/> Training support will be provided to host       |
| <input type="checkbox"/> A co-host will be provided, if requested    | <input type="checkbox"/> Budget has been reviewed/approved if applicable |
| <input type="checkbox"/> Food items have been ordered                | <input type="checkbox"/> Someone is responsible for picking up food      |
| <input type="checkbox"/> Facilities will be unlocked for event       | <input type="checkbox"/> Facilities will be locked after event           |
| <input type="checkbox"/> Host has assistance to clean up after event | <input type="checkbox"/> Clean-up person(s) know where to put out trash  |
| <input type="checkbox"/> Opportunities for discipleship are explored | <input type="checkbox"/> Everyone is on the same page                    |