

**EVENT WORKSHEET**

**Contact Information** (Worksheet must be completed and submitted **60 days** prior to the event)

Submitted Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month Day Year

Submitted By: \_\_\_\_\_

Department/Group Leader: \_\_\_\_\_

Phone #: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Alternate Phone #: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Event Information**

Event: \_\_\_\_\_

Event Purpose: \_\_\_\_\_

Department/Group(s) Involved: \_\_\_\_\_

Event Date(s): \_\_\_\_\_ SUN MON TUE WED THU FRI SAT

Alternate Date(s): \_\_\_\_\_ SUN MON TUE WED THU FRI SAT

Event Time(s): \_\_\_\_\_

Cost Per Person: \$ \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

**Event Location** (Please check all areas needed)

Sanctuary  Fellowship Hall  Kitchen  Foyer  Batismal

Class Room(s): \_\_\_\_\_  Other: \_\_\_\_\_  
Specific Room Needed

**Technical Needs** (Please check all sound equipment & visual aids needed)

**Sound Equipment:**  Sanctuary  Fellowship Hall

- Audio Recording
- Sound Track(s): 1 2 3 4 5
- Sound Effects
- Microphone(s): 1 2 3 4 5
- Keyboard (Fellowship Hall Only)
- Other: \_\_\_\_\_

**Visual Aids:** (Sanctuary Only)

- Event/Sermon Slide
- Song Lyrics
- Scripture Texts
- DVD/Video Clip(s)
- PowerPoint™ Presentation
- Video Recording

**Announcement Needs** (All events will appear in the bulletin **4 weeks** prior to the event in the "Upcoming Events" section)

PowerPoint™ Slide  E-Mail  Youth Events  Singles Events

Other: \_\_\_\_\_ Duration: \_\_\_\_\_ / \_\_\_\_\_ - \_\_\_\_\_ / \_\_\_\_\_  
Month Day Month Day

**EVENT WORKSHEET**

**Announcement Text** (Please write you announcement the way you would like it to appear)

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**Event Task List** (Use this space to assign task priority, due date, description and an individual responsible)

P	Due Date	Task Description	Individual Responsible
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**Notes**

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Completed worksheets are kept on file in the church office. If necessary please make a copy of the completed worksheet for your personal records. If you have questions regarding this worksheet please contact your department leader.