

Event Details

Pastoral approval of the event? Y / N

Post-event pastoral meeting scheduled for: May / 24 / 2021 Meeting at church at 2:00pm

Is registration required? Y / N What is your expected attendance? 25 couples

Will you serve food? If so, have you considered dietary restrictions?

Yes, there will be food! When couples register, they can let us know of any restrictions and we will accomodate them!

Will there be a fee to offset any costs? *The registration fee will be \$25 per couple.*

Proposed Spaces

Community Room

Kitchen (Upper/Lower)

Nursery

Worship Center

Activity Room

Other _____

Gym

Classroom(s)

What supplies or equipment are needed in these spaces?

Community room- use of kitchen, tall tables, rectangle tables, chairs, music through sound system, Worship Center - tech and screens, Childcare rooms

Set-up Details

When do you need your space(s) set up? Date: May 13 Time: 8:00 (So we can decorate the following day)

How many tables will you need? 25 How many chairs will you need? 50

Do you have a diagram of how the room(s) should be set up? *Yes! We have some ideas.*

Do you plan to use items from the church campus to decorate/furnish your event?
Yes!

Volunteer Needs

Set-up/Clean-up

Food Prep

Other:

Host/hostess

Childcare (clearances req'd)

Servers

Audio/Visual Tech

Admin & Communication

What are some administrative needs you have for this event?

Registration tracking

Directional/wayfinding signage

Office supplies

Printed materials

Contact information

Aside from the church-wide communications methods, what are some ways your ministry plans to communicate your event? (e.g. ministry Facebook event, text, email, announcement in regular meeting, etc.)

We plan to use Facebook, in the Friday email and promote during announcements on Sunday mornings.

What tools will you use for response and follow up?

Connect Cards

Email

Phone call

Survey

Text

Letter

Additional Resources

If you plan to utilize any of these resources, please contact the listed leader to coordinate:

- Access (Special Needs) - Stephanie Nelson - rochestergirl1270@gmail.com
- Decorations - Pat Dieffenbacher - office@fellowshipcfc.org
- Finance - Jill Tomek - jillt520@aol.com
- Hospitality - Pat Dieffenbacher - office@fellowshipcfc.org
- Kitchen Supplies - Heather Ferrise - danheath99@live.com
- Nursery - Breanna Kalinowski - breanna.kalinowski@gmail.com
- Parking - Don Perrine - terryperrine@hotmail.com
- Gym Usage - Jesse Francis - jlfrancis5@yahoo.com
- Security - Mike Balonis - mbalonis@sordoni.com
- Set-Up - Tyler Harvey - thesaxman714@gmail.com
- Tech - Tim Chase - tech@fellowshipcfc.org
 - Tech Request Form can be found at fellowshipcfc.org/planningguide under Step 3
- Ushers - Tom Malkemes - theducktape@yahoo.com