

Event Details

Pastoral approval of the event? Y / N

Post-event pastoral meeting scheduled for: ____/____/____

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

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

Will there be a fee to offset any costs?

Proposed Spaces

- | | | |
|---|--|--------------------------------------|
| <input type="checkbox"/> Community Room | <input type="checkbox"/> Kitchen (Upper/Lower) | <input type="checkbox"/> Nursery |
| <input type="checkbox"/> Worship Center | <input type="checkbox"/> Activity Room | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Gym | <input type="checkbox"/> Classroom(s) | |

What supplies or equipment are needed in these spaces?

Set-up Details

When do you need your space(s) set up? Date: _____ Time: _____

How many tables will you need? _____ How many chairs will you need? _____

Do you have a diagram of how the room(s) should be set up?

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

Volunteer Needs

- | | | |
|--|--|--------|
| <input type="checkbox"/> Set-up/Clean-up | <input type="checkbox"/> Food Prep | Other: |
| <input type="checkbox"/> Host/hostess | <input type="checkbox"/> Childcare (<i>clearances req'd</i>) | |
| <input type="checkbox"/> Servers | <input type="checkbox"/> Audio/Visual Tech | |

Admin & Communication

What are some administrative needs you have for this event?

- | | | |
|--|---|--|
| <input type="checkbox"/> Registration tracking | <input type="checkbox"/> Directional/wayfinding signage | <input type="checkbox"/> Office supplies |
| <input type="checkbox"/> Printed materials | <input type="checkbox"/> 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.)

What tools will you use for response and follow up?

- | | | |
|--|--------------------------------|-------------------------------------|
| <input type="checkbox"/> Connect Cards | <input type="checkbox"/> Email | <input type="checkbox"/> Phone call |
| <input type="checkbox"/> Survey | <input type="checkbox"/> Text | <input type="checkbox"/> 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@fellowshipefc.org
- Finance - Jill Tomek - jillt520@aol.com
- Hospitality - Pat Dieffenbacher - office@fellowshipefc.org
- Kitchen Supplies - Heather Ferrise - danheath99@live.com
- Nursery - Judy Harvey - judy@fellowshipefc.org
- Parking - Don Perrine - terryperrine@hotmail.com
- Gym Usage -
- Security - Mike Balonis - mbalonis@sordoni.com
- Set-Up - Pastor Tim - pastortim@fellowshipefc.org
- Tech - Tim Chase - tech@fellowshipefc.org
 - Tech Request Form can be found at fellowshipefc.org/planningguide under Step 3
- Ushers - Tom Malkemes - theducktape@yahoo.com