

Faith Presbyterian Church Event Planning Worksheet

Event name:

Event date(s):

Give a brief description of the event. What will be done and why are we doing it?

Who is coordinating the event?

How many extra hours use of the Senior Center will this event require, including setup and cleanup?

Will there be food? If so,

a) what kind,

b) who will prepare it

c) how much will it cost

What other expenses will there be for materials, etc?

How many people will be required as volunteers, and how much time will they need to give?

What publicity will be done? Will there be any expense for this?

Session Approval (date)	Deacon Notification (date)
--------------------------------	-----------------------------------

Event Planning Worksheet

The event planning worksheet is designed to collect information about an event, to be used as the basis for Session approval of a new event, and following approval of the event, as a vehicle for coordinating all of the resource needed for the event.

This form should be filled out for any special event to which all or a substantial part of the congregation is invited, and which would be considered as being officially sponsored by the church.

The form can be given to any member of the Session and should be turned in at least three months in advance of the scheduled date for the event. So as to have complete documentation of all special events, forms should also be on file for events that are already part of the church calendar, such as the Global Impact Dinner or the Top Dog Dad picnic.

While the primary use of the form is to request approval for a new special event, it may also be used to propose a new regularly recurring event, such as the Healing Hands ministry.

If there is not enough room on the form to answer the questions, please attach additional sheets of description as needed.