Event Details

Event _____

Date of Event _____

Time of Event _____

Set up / date _____ Time _____ Who _____

Tear down/date _____ Time _____ Who _____

# of people expected _____

Contact Info

Coordinator _____

Contact Number _____

2nd # _____

_____

Signature of person responsible

Rooms

_____ Classroom # 1 (library)

_____ Classroom # 2

_____ Nurseries / Classroom # 3 and/or # 5 (adult supervision needed)

_____ Classroom # 4

_____ Classroom # 6

_____ Classroom # 7 (Youth Rm)

_____ Kitchen

_____ Sanctuary

_____ Fellowship Room

_____ Stage Area

_____ Picnic Area / Volleyball Court

Equipment

_____ Tables - No.

_____ Chairs - No.

_____ TV / DVD / VCR on Cart

_____ Overhead

_____ Other Items _____

(keyboard, music stands - #, drums, etc.)

_____ Sound (needs tech)

_____ Video projection system (needs tech)

Personnel Needed

_____ Custodial

_____ Event Coordinator

_____ Wedding Coordinator

_____ Sound Tech

_____ Video Tech

For office use

_____ Calendar

_____ Notified all staff

_____ Paid Fees _____

_____ Paid Fees _____

If applicable

For planning and office use

Promotional

Bulletin _____

Video Announcement _____

Flyers/Inserts _____

Posters _____

The Well/Newsletter _____

Website _____

Newspaper Ad _____

Signs _____

Support Ministries

Custodial _____

Schedule Volunteers _____

Check Maint Supplies _____

Event Coordinator _____

Wedding Coordinator _____

Hospitality _____

Chaperones _____

Greeters _____

Parking Attendants _____

Security _____

Ushers _____

Worship _____

Sound _____

Video _____

Kitchen _____

Children's Ministry _____

Nursery/Childcare _____

Youth Ministry _____

Offering Counting _____

Other _____