

# Event Planner Form

**Guidelines:** This form must be turned in to the Administrator, at least **6 weeks** prior to your event.

<b>Submitted By</b>		<b>Date Submitted</b>	
<b>Event Name</b>			
<b>Event Description</b>			
<b>Dates Needed</b>	to		<b>Event Time</b>
		to	
<b>Location(s)</b>			
<b>Contact</b>			
<b>Phone/Email</b>			
<b>Volunteers Involved</b>			
<b>Pastor(s) Needed</b> (If yes, please list)			
<b>Ministry/ Department</b>			
<b>Food Provided</b>	No	Yes	<b>Reservations</b>
<b>Ticket Sales</b>	No	Yes	<b>Final Date</b>
<b>Transportation</b>	No	Yes	<b>Cost Per Adult \$</b>
			<b>Cost Per Child \$</b>
			<b>Cost Per Family \$</b>
<b>Childcare Needed</b>	No	Yes	<b>Number</b>
			<b>Age Range</b>
	<b>Bulletin announcement</b> (runs 2-3 weeks depending on space)		
	<b>Newsletter announcement</b> (runs 2-3 weeks depending on space)		
	<b>Newspaper announcement</b>	<b>Augusta Chronicle</b>	<b>Metro Spirit</b>
	<b>Scrolling announcement</b> (runs 2-3 weeks)		
	<b>Bathroom poster</b> (runs 2 weeks)		
	<b>WNS table display</b>	<b>Website</b>	<b>Postcard/Invitation</b>
<b>Honorarium or Stipend</b>			
<b>Sound Tech Need? If yes, where?</b>			

See reverse side for FLC setup

Times Needing FLC: \_\_\_\_\_  
(Please remember to have time to setup and cleanup)

