

# *Parish Event Planning Form*

Please fill out the following information as completely as possible and return a copy of it to the Events Committee box in the break room a minimum of TWO weeks before the scheduled event. It is your responsibility to coordinate with the appropriate people listed below.

Event: \_\_\_\_\_ Date: \_\_\_\_\_

Event Location: \_\_\_\_\_

Sponsoring Group and contact person: \_\_\_\_\_

Number expected to attend: \_\_\_\_\_

**\*Date and room reservations must be made before planning any event.\***

*(Check all that apply, filling out information when asked.)*

	<b>Need</b>	<b>Contact / Staff</b>	<b>Special instructions</b>
	Date and Space on Church Campus	Rachel 799-4767	Key pick up and return
	Set up for the space	Rachel	
	Number of tables	Rachel	
	Number of chairs	Rachel	
	Table clothes	Rachel	
	Additional equipment (podium, easles, stage, TV, VCR, DVD)	Rachel	
	Coffee w/ condiments	Rachel	provided by St.John's
	Use of the kitchen - see kitchen checklist attached	Anna 787-1762 (when cooking)	
	Special equipment (silver)	Anna	
	Food	Anna	
	Other beverages /Ice	Anna	Set up not provided
	Use of Paper Products	Anna	
	Decorations / Flowers		Sponsoring Group
	Other materials (copies, etc)	Nancy or Rachel	
	Childcare	Mary Jo 799-4767	
	Use of Audio / Visual Equipment	Rachel	may then contact Campbell Freeman
	Event Promotion (Messenger, Bulletin, E-pistle)	Communications Team	
	Outside Group - Facility Offering	Rachel	

*Each event must have SET UP and CLEAN UP committees of a suitable size for the planned event.*

## Set up Committee:

examples - table clothes, all decorations, information

<b>Name</b>	<b>email address</b>	<b>phone number</b>

## Clean up Committee:

remove all items brought in and see kitchen checklist when applicable

<b>Name</b>	<b>email address</b>	<b>phone number</b>

The sponsoring group / contact person is responsible for all aspects of the above.