

Revolution Church event planning sheet

Name of event:	
Requested Date of event (Please check calendar or talk with Kathleen or Pastor Billy to see if date is open. No double booking).	Month/ Day/Year ____/____/____ Day of week (<i>Mon, Tues, etc</i>) _____
Time of event	Begin: End:
Event coordinator / contact person	
Target audience – who is this event for? <i>Check all that apply</i> <i>If "OTHER" Describe here:</i> _____ _____ _____ _____	<input type="checkbox"/> Men <input type="checkbox"/> Women <input type="checkbox"/> Couples <input type="checkbox"/> Singles <input type="checkbox"/> Seniors <input type="checkbox"/> Children <input type="checkbox"/> Entire Church OTHER----- <input type="checkbox"/> Wedding <input type="checkbox"/> Funeral
Communication – What is needed? Please specify dates you would like sign-up sheets, announcements and info to be inserted in bulletin. Please check ALL that apply <ul style="list-style-type: none"> • It is best to give as much notice as possible. • A month prior to an event we should start announcing. *All communication is subject to approval by the Senior Pastor.	<input type="checkbox"/> Sign up sheet at Connection Table Request must be made in writing to the Church Administrative Assistant a minimum of ONE WEEK EARLY.* <input type="checkbox"/> Up front announcement Request must be made in writing to the Church Administrative Assistant a minimum of ONE WEEK EARLY. * <input type="checkbox"/> Bulletin upcoming event advertisement Request must be made in writing to the Church Administrative Assistant a minimum of ONE WEEK EARLY. * <input type="checkbox"/> Bulletin Insert <i>(you are responsible to create anything you want inserted in the bulletin) Additionally, anything inserted into the bulletin must be completed by you and delivered to the church a minimum of ONE WEEK EARLY. *</i> *All communication is subject to approval by the Senior Pastor.
Donations – specify what you need to collect If collecting donations, please do so as early as possible. (A month prior is preferable). You are responsible for providing a collection box. Please let Penny know any details of collection so she can communicate with the connection team.	Donations needed to be collected: _____ _____ _____

<p>Description of event</p> <p>Please give clear details of events here. It is important that Pastor Billy and Penny are aware of all details (so we can communicate clearly to congregation details of event). Pastor Billy from the stage and Penny for the Connection Table Team</p> <p>Begin here: <i>(write legibly)</i></p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<p>Continued description of event:</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <p><i>If more room needed, please add to back of sheet</i></p>
---	--

Event coordinator information:

Event coordinator is responsible for building a team to set up and or cleanup event.

- Any technical needs need to be approved by Pastor Billy
- All setup and/ or alteration to church (sanctuary, chairs, rooms, stage, etc.) needs to be approved by Pastor Billy
- Kitchen Supplies are stocked and available for use.
- Please make sure to inform Kathleen or Pastor Billy should you need additional supplies.

Approved * Only the Senior Pastor may approve or deny

Denied

Final notes from Senior Pastor:

Pastor Billy Knott

____/____/____
Date