

Event Planner Form

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

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

See reverse side for FLC setup

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

