



Event Planning Sheet

Once you have received approval for your event, **please submit this form as soon as possible (at least 4-6 weeks prior to the event date)**. This worksheet will help you communicate with the teams that are ready to offer you their support and it will also help you ensure you haven't missed anything in your planning. Support teams will be in touch with you as needed. Once you have submitted this form you should be good to go!

Event Title: _____ Event Date & Time: _____

Location (Room # if at church) _____

Communications Support

Our Communications Team wants to help your ministry shine, get the word out, and ensure that we have a consistent level of quality in our visuals and unity in how we present ourselves as a church. Please help us by providing the following information:

How would you describe this event in an announcement or article? _____

What type of atmosphere will this event have? _____

Please email any graphics or visual ideas you may have to: tdixon@calvarycomm.org

Will you be having people register at the Sign-Up Center? _____ Registration deadline: _____

If this is a church-wide event we will begin promotion 3-4 weeks out via website, announcements, etc.

We will design and print tickets according to the church format if they are needed for the event.

Audio & Visual Support

What are your needs for sound reinforcement? _____

Video? _____

Logistical Support

What kind of supplies and resources will you be needing for this event? _____

Will you be needing childcare for this event? _____

Volunteer Team

Describe the volunteer team you will be recruiting for this event: _____

What is your set up and tear down plan? _____

Is there anything else you would like us to know?

This form completed by: _____

Date: _____