



# EVENT PROPOSAL

SUBMITTED BY: \_\_\_\_\_ EVENT NAME: \_\_\_\_\_  
 DATE SUBMITTED: \_\_\_\_\_ EVENT DATE: \_\_\_\_\_  
 CONTACT PERSON: \_\_\_\_\_ EVENT TIME: \_\_\_\_\_  
 HOME PHONE: \_\_\_\_\_ CELL: \_\_\_\_\_  
 EMAIL: \_\_\_\_\_

### DETAILED DESCRIPTION OF EVENT:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### PROMOTION:

Bulletin Announcement? **Yes/No**  
 Poster/Flyers? **Yes/No** [see criteria sheet]  
 Put on Website? **Yes/No**  
 Welcome Center Registration Needed? **Yes/No** [useful for events requiring a sign-up]  
 Featured Ministry Display? **Yes/No** Weekend Requested: \_\_\_\_\_ (1 only)

### COST OF EVENT:

Approximate Cost: \$ \_\_\_\_\_  
 Means of Funding: \_\_\_\_\_

### ROOM(S) REQUESTED: (CIRCLE ALL THAT APPLY)

Sanctuary Conference Room Solid Room Wee Rock (Nursery)  
 The Switch Room Foyer Elementary Kid's Rock Room  
 Preschool Kid's Rock Rooms Class Room[s] # \_\_\_\_\_

### ARE YOU PROVIDING CHILDCARE?

**Yes/No**  
 Age Range? \_\_\_\_\_ [background checks may be necessary]

### ANY ADDITIONAL NEEDS?

Sound System Needed? **Yes/No** Video Projection Needed? **Yes/No**  
 Tables? **Yes/No** Chairs? **Yes/No**  
 Other? \_\_\_\_\_

[DIAGRAM ON BACK OF THIS SHEET DESIRED SET-UP/ARRANGEMENT SHOWING NUMBER OF TABLES & CHAIRS]

### ARE YOU PROVIDING TRANSPORTATION?

**Yes/No**  
 Car Pool? [SEE KAREN COMBS] Bus? [SEE PASTOR MARK]

PERSON RESPONSIBLE FOR OPENING BUILDING: \_\_\_\_\_

PERSON RESPONSIBLE FOR EVENT CLEAN-UP: \_\_\_\_\_

PERSON RESPONSIBLE FOR CLOSING BUILDING: \_\_\_\_\_ [LIGHTS OFF/DOORS LOCKED]

### OFFICE USE ONLY

**INITIAL IF APPROVED:**  
 PASTORAL: \_\_\_\_\_ (IF NEEDED)  
 OFFICE: \_\_\_\_\_  
 CHURCH CALENDAR \_\_\_\_\_  
 CIRCLE WHO SHOULD RECEIVE A COPY - OF THIS FORM & FORWARD IT TO THEM:

### POSSIBLE FORWARDS

Web Team Media Team  
 Graphic Design Ushers  
 Cleaning Team Welcome Center  
 Transportation Coffee Shop

**PASTORS:**  
 (Pete) (Mark) (Evan) (Eric) (Nate) (Dave)