

# Event Planning Checklist

Pastor Corey B. Gibson, M.Div.

\_\_\_\_\_  
Ministry

\_\_\_\_\_  
Ministry Director

\_\_\_\_\_  
Date of Request

Event Time \_\_\_\_\_ and Date \_\_\_\_\_ /\_\_\_/

Purpose of Event: \_\_\_\_\_ /\_\_\_/

Estimated number of people: \_\_\_\_\_ /\_\_\_/

\*\*\*Number of tables requested: \_\_\_\_\_ /\_\_\_/

\*\*\*What Color: \_\_\_\_\_

Programs: Office \_\_\_\_\_ Outside Entity \_\_\_\_\_ (Check One)

*\*All program drafts must be submitted 2 weeks prior for approval.*

Request for A/V System in the Sanctuary /\_\_\_/ Yes /\_\_\_/ No

Request for Ushers /\_\_\_/ Yes /\_\_\_/ No

Request for Fellowship Hall:

Description \_\_\_\_\_

Request for microphone in the Fellowship Hall: /\_\_\_/ Yes /\_\_\_/ No

Request for transportation: /\_\_\_/ Yes /\_\_\_/ No

**Due in office 30 days prior to event\*\*\***

**Check request(s) must be is submitted 7-14 business days in advance to the office.**

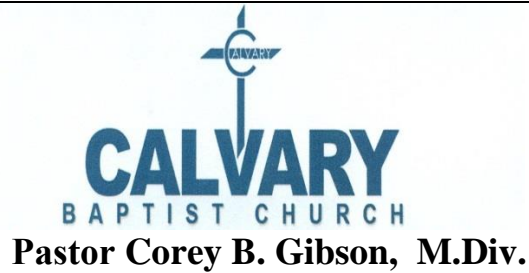
Additional comments: \_\_\_\_\_

**FORM MUST BE RETURNED TO THE OFFICE 60 DAYS IN ADVANCE TO ENSURE YOUR REQUEST(S) BE HONORED IN A TIMELY MANNER.**

\_\_\_\_\_  
Signature Director

\_\_\_\_\_  
Date

cc A/V Ministry  
Transportation Ministry



## **ATTENTION ALL MINISTRY DIRECTORS:**

**In order to service you better from the A/V Ministry, it is a**

**MUST that you complete the Event Planning**

**Forms must be completed and returned to the office for approval 60 days (2 months) in advance.**

**Forms are available in the mail slot by the office door and a copy will be given upon approval.**

**Thank you,**

**A/V Ministry**