

Summerville SDA Church Event Planning Worksheet

This sheet should be completed at least 21 days prior to event

• **Name of Event:** _____

• **Host Ministry:** _____

• **Name and contact information of person in charge of event:**

Name: _____ Home phone: _____

Cell phone: _____ Email address: _____

• **Date(s) of event:** _____

• **Time of event: Begin:** _____ a.m. / p.m. **End:** _____ a.m. / p.m.

• **Set-up date:** _____

• **Set-up time: Begin at:** _____ a.m. / p.m. **End at:** _____ a.m. / p.m.

• **What is the purpose/goal/desired outcome of this event?**

• **How does this event lift up Jesus Christ and the ministry of the Summerville Seventh Day Adventist Church?**

Who is the target audience for this event? (Check all that apply.) ___ Men ___ Women ___ All
Adults ___ Families ___ Junior High Students ___ High School Students ___ Children ___ Community
Other - Explain _____

How many people do you expect to come to the event? _____

• **Space required (Check all that apply):**

___ Sanctuary ___ Fellowship Hall/Kitchen ___ Bellah Ave ___ Classroom Area ___ Parking Lot

___ Rented Facility (Please Specify) _____

Audio requirements (Check all that apply): ___Lapel Microphone ___Hand-held Microphone
___Corded Microphone ___Computer/projector _____Providing own laptop ___Need to reserve
laptop ___Projector Screen ___Live Streaming

Room Set-Up

Tables - # needed _____

Chairs - # needed at each table _____

Podium yes _____ no_____

Other: _____

• How do you plan to promote this event? (Check all that apply.)

___Church Bulletin

___Sabbath Announcement in worship (Email announcement to smayessweeny@gmail.com by 8:00 pm Wednesday of each week).

___Website (email to ...)

___Facebook (email to ...)

___Newspaper (funding source???)

___Letters to surrounding churches

___ Other (Please Specify) _____

If needed, who is the speaker/preacher for this event? **The speaker/preacher must be cleared through the pastor prior to contacting him or her.** _____

• What is your budget for this event? _____

Upon completion of this worksheet, please submit to the Church Board chairperson to be added to agenda

FOR BOARD USE:

___Checked for date & facility availability to avoid overlap of events

___Reserved on church calendar

___ Notified all appropriate persons to maintain continuity of Event. (Technical support, custodial support, authorized key holders, etc.) ___ Approved by Church Board

Date _____