Event Information Sheet

Please complete and turn in to the Church Office whenever a meeting is scheduled. It should be turned in at least 30 days prior to the event, but sooner if possible. Check with the Building Coordinator on availability of the facility **before** scheduling the event.

Ministry sponsoring the event: _____
(Men's, Ladies, Youth, Children, etc.)

Person responsible for the event: _____

Contact info for responsible person:

Phone (cell if available) _____

E-mail _____

Description of Event: _____
(include specifics like: guest speaker(s), registration required, costs, who to contact, duration (# of weeks), etc.)

_____

_____

_____

Advertised Dates and Times:

Date	Start Time	End Time	Childcare Needed?
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Target audience: _____
(Men, Women, Youth, Children, Christ Chapel only, Entire Community, etc.)

Facilities needed:

Facility	Date	Time In	Time Out
_____	_____	_____	_____
(Sanctuary, Fellowship Hall, Parlor, Prayer Center, Youth Center, etc.)	(List each date)	(include set up and clean up time)	
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____