

OUR SAVIOR LUTHERAN CHURCH  
**PLANNING WORKSHEET**

Today's date: \_\_\_\_\_

(Events will be put on the calendar when worksheet is turned in to the office.)

Event title: \_\_\_\_\_

Ministry sponsoring event: \_\_\_\_\_

Contact person, name & phone number \_\_\_\_\_

Is this a Fundraiser? Yes \_\_\_\_\_ No \_\_\_\_\_

If so, how will funds be used? \_\_\_\_\_

Beginning date: \_\_\_\_\_ Ending date: \_\_\_\_\_

Frequency (circle): One time only    Daily    Weekly    Monthly    Other \_\_\_\_\_

Time of event:      Beginning: \_\_\_\_\_ AM    PM  
Ending: \_\_\_\_\_ AM    PM

Facilities needed:

\_\_\_\_\_ Sanctuary  
\_\_\_\_\_ Parish Hall  
\_\_\_\_\_ Friendship Room  
\_\_\_\_\_ Classroom A, B, or C  
\_\_\_\_\_ Living Faith Center  
\_\_\_\_\_ Lobby area  
\_\_\_\_\_ Library  
\_\_\_\_\_ Gym  
\_\_\_\_\_ Classroom(s) \_\_\_\_\_

Equipment needed:

\_\_\_\_\_ Sound & projection system & operator  
\_\_\_\_\_ TV & VCR  
\_\_\_\_\_ Overhead projector & screen  
\_\_\_\_\_ White board & markers  
\_\_\_\_\_ Portable projector & screen

Nursery needed:    Yes    No

Publicity type & dates:

Bulletin				
Newsletter				
Flyers				
Postcards				
Letters				

**Contact person is responsible** for providing information for publications.

**Council Approval** \_\_\_\_\_