

# FRC Church Event Planning Worksheet

• Name of Event/Project: \_\_\_\_\_

• Team hosting event: \_\_\_\_\_

• 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. or p.m. End: \_\_\_\_\_ a.m. or p.m.

• Set-up date: \_\_\_\_\_

• Set-up time:

Begin at: \_\_\_\_\_ a.m. or p.m. End at: \_\_\_\_\_ a.m. or p.m.

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

---

---

---

---

---

---

• How does this event help make FRC a "Church for the City"?

---

---

---

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 \_\_\_\_\_

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

Sanctuary

Harbaugh Hall

Fellowship Hall/Kitchen

Otterbein Classroom

Classroom C

Upstairs Classroom

Church office

Courtyard

Front Walk (Orange Street)

• **Audio/Video requirements**

Lapel Microphone

Hand-held Microphone

Corded Microphone

CD player

TV/VCR/DVD

Computer/projector  Providing own laptop.  Need to reserve laptop.

Speakers/audio system

Overhead projector

Projector Screen

• **Room Set-Up (Attach diagram of room configuration for event on the back of this sheet)**

Tables - # you need? \_\_\_\_\_

Chairs - # at each table? \_\_\_\_\_

Podium

Flip Chart

Other:

---

---

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

Church Bulletin (Email bulletin announcements to [firstreformed@dejazzd.com](mailto:firstreformed@dejazzd.com) by Wednesday of each week).

Church Newsletter (Email [firstreformed@dejazzd.com](mailto:firstreformed@dejazzd.com) before the 15<sup>th</sup> of the month before newsletter publication).

Sunday Announcement in worship (email [billworley@dejazzd.com](mailto:billworley@dejazzd.com))

Website or E-blast (Email [firstreformed@dejazzd.com](mailto:firstreformed@dejazzd.com))

Facebook (email [msultan@lancasterartshotel.com](mailto:msultan@lancasterartshotel.com))

Newspaper ([www.lancasternews.com](http://www.lancasternews.com)) funding source???

• **What is your budget for this event?** \_\_\_\_\_

Reminders:

Checks are released twice monthly on the 15th and the last business day of the month.

All paperwork with receipts are due to the church Treasure's mail box three business days prior to checks being issued.

FRC is a not-for-profit organization and is exempt from paying sales tax. You must present a tax exempt letter at the time of purchase in order to receive tax exemption. Tax exempt letters are available in the Church Office.

Upon completion of this worksheet, please submit to the Church Administrator for processing.

\_\_\_\_\_  
Church Administrator

\_\_\_\_\_  
Received Date

\_\_\_\_\_  
Process Date

**FOR OFFICE 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.)

Discussed with Pastor and/or Leadership Team/Staff for approval of events.