



Event Planning Form

EVENT NAME	
DATE(S)	TIMES(S)
SPONSORING MINISTRY	
EVENT STAFF SPONSOR (CONTACT)	EVENT LAY SPONSOR (CONTACT)
STAFF PHONE	LAY PHONE
STAFF EMAIL	LAY EMAIL
ON CAMPUS LOCATION: ROOM NUMBER(S)	
EVENT PURPOSE STATEMENT	
EVENT DETAILS	
CHILDCARE ARRANGEMENTS	
COST TO ATTENDEE	REGISTRATION DEADLINE
DEPOSIT DUE AT REGISTRATION	FINAL PAYMENT AMOUNT/DUE
CHILD PROTECTION FIRST POLICY FOR EVENT	AGE OR PARTICIPATION RESTRICTIONS
PUBLICITY TO BEGIN ON (DATE)	TOTAL PUBLICITY BUDGET \$
PUBLICITY DETAILS (MAILINGS, BROCHURES, POSTERS, WEBSITE, ETC.)	
COMMUNICATIONS DIRECTOR APPROVAL TO PUBLICIZE	ADMINISTRATOR APPROVAL TO PUBLICIZE