

# Event Information Form

TURN ONE COPY INTO MINISTRY LEADER AND KEEP ORIGINAL

Event:

Location: \_\_\_\_\_

Group participating: \_\_\_\_\_

Date: Departure \_\_\_\_\_ Date of Return \_\_\_\_\_

Time of Departure \_\_\_\_\_ Time of Return \_\_\_\_\_

Expected # to attend: \_\_\_\_\_ Total cost per person: \_\_\_\_\_

Transportation provided by

\_\_\_\_\_ (if applicable attach transportation sheet)

Reservations: Venue: \_\_\_\_\_

Reservation # \_\_\_\_\_

Contact person name & phone# \_\_\_\_\_

Venue: \_\_\_\_\_

Reservation # \_\_\_\_\_

Contact person name & phone # \_\_\_\_\_

Deposit amt.: \$ \_\_\_\_\_

Deposit due date: \_\_\_\_\_

Requisition(s) submitted to \_\_\_\_\_ Date submitted \_\_\_\_\_

If using church facilities:

Room/area requested \_\_\_\_\_

Set up needed: \_\_\_\_\_ #Chairs \_\_\_\_\_ #Tables

\_\_\_\_\_ Audio/visual

Person responsible for set up: \_\_\_\_\_

Person responsible for clean up: \_\_\_\_\_

Childcare needed:  yes  no If yes person(s) in charge of childcare and location \_\_\_\_\_

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Announce date requested via: \_\_\_\_\_web \_\_\_\_\_calendar  
\_\_\_\_\_bulletin

### Event Planning Check List

- Confirm event with Pastoral leader
- Set cost per person
- Submit requisition form for monies needed (at least 72 hrs before needed 1 requisition per vendor)
- Secure venue
- Make necessary reservations (ie hotels, bowling lanes, rental cars)
- Set dates and times for departure and return
- Communicate information with attendees/parents
- Provide sign-up sheet if applicable
- Purchase tickets
- Secure transportation
- Assign travel arrangements
- Set Food cost/arrangements
- Purchase groceries (always check food bank first)

Obtains Food service items: (usually available through church)  
\_\_\_\_\_plates \_\_\_\_\_forks \_\_\_\_\_spoons \_\_\_\_\_knives \_\_\_\_\_cups  
\_\_\_\_\_napkins \_\_\_\_\_table cloths

Obtain any keys necessary