



# MINISTRY PLAN WORKSHEET

Check with Denise Chipman in the church office to see if calendar is clear.

Let office know you will need child care as early as possible, no later than 3 weeks prior to event.

Turn in worksheet at least TWO WEEKS prior to the event.

EVENT NAME \_\_\_\_\_

DATE \_\_\_\_\_ TIME RESERVED \_\_\_\_\_ EVENT TIME \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_

PHONE \_\_\_\_\_ TEXT  YES  NO EMAIL \_\_\_\_\_

SPACE REQUESTED \_\_\_\_\_

PURPOSE OF EVENT \_\_\_\_\_

EXPECTED ATTENDANCE? \_\_\_\_\_

WILL ANY MEDIA EQUIPMENT BE NEEDED?  YES  NO WHAT EQUIPMENT? \_\_\_\_\_

WILL KITCHEN BE NEEDED?  YES  NO *(you will be responsible for clean-up)*

IS CHILD CARE NEEDED:  YES  NO AGES \_\_\_\_\_ NUMBER \_\_\_\_\_

DO YOU WANT THIS EVENT IN THE CURCH COMMUNICATION?  YES  NO *(if you don't want it in the news-letter or bulletin, please be sure and check NO. If marking YES, please contact Karoline Risker at [karoline.risker@fumcparagould.org](mailto:karoline.risker@fumcparagould.org)*

ANY SPECIAL SET UP FOR TABLES AND CHAIRS?  YES  NO

*(Sketch your set-up needs here or on a separate sheet of paper)*

Office Use Only

Dane

Chase

Denise

Karoline

Mike

Submitted by \_\_\_\_\_

Date \_\_\_\_\_

Approved by \_\_\_\_\_

Date \_\_\_\_\_