

## EVENT DETAILS

TITLE OF EVENT: \_\_\_\_\_  
 DATE OF EVENT: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 EVENT TIME: \_\_\_\_\_(AM/PM) - \_\_\_\_\_(AM/PM)  
 LOCATION: \_\_\_\_\_  
 REGISTRATION: YES  NO   
 CHILDCARE REQUEST: YES  NO   
 SECURTIY REQUEST: YES  NO

## MEDIA/COMMUNICATION

### COMMS REQUEST:

PHOTOGRAPHER \_\_\_\_\_  
 SOCIAL GRAPHICS \_\_\_\_\_  
 VIDEO - BROLL \_\_\_\_ PROMO \_\_\_\_  
 PRINT MATERIALS  
     POSTACRDS/FLYERS \_\_\_\_\_  
     T-SHIRTS \_\_\_\_\_  
     POSTERS \_\_\_\_\_  
     POP UP BANNER \_\_\_\_\_  
     STRETCHY BANNER \_\_\_\_\_  
     3D BANNER \_\_\_\_\_

### A/V REQUEST:

MICS -  
 SCREENS -  
 SOUND SYSTEM -

### REGISTRATION:

REGISTRATION LINK \_\_\_\_\_  
 CALENDAR ITEM \_\_\_\_\_  
 CHILDCARE \_\_\_\_\_

### COMMUNICATION:

EMAIL TO PARENTS \_\_\_\_\_  
 FACEBOOK \_\_\_\_\_  
 INSTAGRAM \_\_\_\_\_  
 CHURCHWIDE EMAIL \_\_\_\_\_

## EVENT SETUP

### MAINTENANCE REQUEST:

ROOM REQUEST  
     BUILDING \_\_\_\_\_  
     ROOM(S) \_\_\_\_\_  
 ROOM SETUP (A/C, TABLES, CHAIRS ETC.)  
 \_\_\_\_\_  
 \_\_\_\_\_  
 DOORS \_\_\_\_\_

### EVENT DETAILS:

CONTACT NAME \_\_\_\_\_  
 CONTACT EMAIL \_\_\_\_\_  
 ACCOUNT NUMBER \_\_\_\_\_  
 ESTIMATED ATTENDANCE \_\_\_\_\_

### KIDS TEAM ROOM SETUP:

LEADER PACKET \_\_\_\_\_  
 PENS \_\_\_\_\_  
 STAGE DECORATION \_\_\_\_\_  
 PHOTO BOOTH \_\_\_\_\_  
 PLACEMATS \_\_\_\_\_  
 NAME TAGS \_\_\_\_\_  
 SIGN IN SHEET \_\_\_\_\_  
 CENTER PIECES \_\_\_\_\_



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SECURTIY REQUEST: YES  NO

## MEDIA/COMMUNICATION

Photographer  YES  NO  
Promo Video YES NO  
Website graphic YES NO  
Projection YES NO  
Sound YES NO  
Media staff YES NO  
Social media graphic YES NO  
Graphic (prints) YES NO  
Vertical 11x17 poster,  
Video of guest speaker YES NO  
Vertical 8.5x11, 5x7, postcard  
Registration link YES NO  
Event in planning center approved YES NO

MAIL OUT:

## EVENT SETUP

### MAINTENANCE REQUEST:

ROOM REQUEST

BUILDING - \_\_\_\_\_

ROOM(S) - \_\_\_\_\_

ROOM SETUP (A/C, TABLES, CHAIRS ETC.)

\_\_\_\_\_

DOORS - \_\_\_\_\_