



"Set Free in Christ
to Live & Serve"

West Hills Covenant Church

EVENT PLANNING WORKSHEET

Event: _____

Date(s): _____

Is this event on-going? Yes, how often: ? daily ? weekly ? monthly ? other: _____

Event Coordinator: _____

phone number: _____

email address: _____

Do you need a church key? ? Yes ? No

EVENT DETAILS:

You will need to be responsible for your own set up and take down, but we need to know what to reserve:

Number of people expected _____

Room(s) needed: _____

Furniture needed: _____

Number of chairs needed _____

Number of tables needed _____

Equipment /Sound needed: _____

Sound Technician: ? Yes ? No

AV Technician: ? Yes ? No

Is Child Care Needed? ? Yes ? No How many kids are expected? _____

Age Range? _____

Point Person: _____

Food Needs? ? Yes ? No

Point Person: _____

Event Set Up Point Person: _____

Event Take Down Point Person: _____

ADMINISTRATIVE NEEDS:

Bulletin/Weekly Update Announcement? ? Yes ? No

Author of Announcement: _____

Delivery Point Person: _____

Clerical Needs?

? No ? Yes,

Explain:

Point Person: _____