

Event Planning Request Form

In order to have successful events, proper planning needs to occur. This Event Request Planning Form has been designed to guide you in this process. In the event there is no field or space to ensure that all information that is needed to approve the request, please use whatever space is closely related to what you need.

* Indicates required question

1. Email *

Contact Information

2. First Name *

3. Last Name *

4. Phone Number *

Event Information

5. Ministry Area

6. Event Name *

7. Description of Event *

8. Team Lead(s)

9. Team Members

10. How does this event support the Mission and Vision of The Place Church? *

Event Logistics Information

11. Date of Event *

Example: January 7, 2019

12. Start Time *

Example: 8:30 AM

13. End Time

Example: 8:30 AM

14. Event Location (Be specific, this is the space/room you are requesting) *

15. Dates/Times/Locations for Planning Meetings (Specific space/room requesting)

16. Set-up Date and Start Time (Access required)

17. Tear down/Reset Time (# of hrs)

18. Special Equipment/Personnel Needed (be specific, i.e. A/V, Audio, Monitor)

19. Is there a cost to participate in the event?

Mark only one oval.

Yes

No

20. If yes, what is cost?

21. Is this event a fundraiser?

Mark only one oval.

Yes

No

22. If yes, why?

23. Marketing/Advertising Needed?

Mark only one oval.

Yes

No

24. If yes, type of Advertising/Marketing

25. Will the event be open to the Public?

Mark only one oval.

Yes

No

26. Intended Audience

27. Expected Audience

28. Expected Outcome of Event

Budget Information**29. Estimated Budget/Cost**

30. Source(s) of Funds Needed

31. Upload Itemized Budget

Files submitted:

Electronic Signature Acknowledgment

By typing your name below, you are providing your electronic signature, which confirms that the information provided in this form is accurate and complete to the best of your knowledge. This electronic signature is legally binding, just as a physical signature would be.

32. Signature of Team Lead or POC

This Section For Approver Only

33. Event Approved? *

Mark only one oval.

Yes

No

34. If No, explain below.

35. Signature of Approver *

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