

# CALVARY CHURCH EVENT PLANNING FORM

(Please submit entire form to the office manager – a copy will be returned to you.)

Ministry:

Date Submitted:

Purpose of event/meeting:

Event/meeting to be held on (day/date/time):

Ministry head and/or pastoral approval:

Name of chairperson(s) – Daytime telephone number, e-mail:

Advertising needed as follows (include dates):

1. Bulletin announcement (see back of this page)
2. Expanded website announcement (see back of this page)
3. Verbal announcement from pulpit (see back of this page)
4. PowerPoint announcement (see back of this page)
5. Newsletter blurb (attach to this sheet)
6. Flyer for mailbox (attach sample to this sheet)
7. Need narthex table or space (call church office for availability)? There is a table in the narthex on a given Sunday for a maximum of three consecutive weeks.

Number of rooms needed on (date/time):

(Approximate number of people attending \_\_\_\_\_ If over 50 a set up and take down team of 4 people from the ministry are helpful)

Additional needs: (please circle)

TV/VCR      Overhead Projector      Dry Erase Board      Handicap Access

(over)

OFFICE USE ONLY

Room(s) assigned:

Building key given to:

Returned on:

Recorded on church calendar by:

Copies to:  Pastor  Council  Building & Grounds  
 Staff (FYI)  Treasurer/Financial Secretary

Is this event budgeted? \_\_\_\_\_

Is this event a fundraiser?: \_\_\_\_\_

Event costs: \_\_\_\_\_

Expense reimbursement can be expected from: \_\_\_\_\_

**Please fill out the announcement form on the back of this page if it applies**

# Calvary Church Announcement Form

**Bulletin**    **Website**    **Verbal**    **PowerPoint**

**Please check the category appropriate for your announcement:**

- General Announcement    Ministry Opportunities    Men's Ministry  
 Women's Ministry    Missions    Small Groups    Prayer  
 Children's Ministry    Nursery    Jr./Sr. High    Other

Is the event scheduled on the church calendar?    Yes    No    Not Needed  
If not, call the Office Manager at 262-786-4010 or e-mail [holly@calvarylc.com](mailto:holly@calvarylc.com)

Name of person submitting information \_\_\_\_\_ Phone \_\_\_\_\_

Name of Leader overseeing event \_\_\_\_\_

Dates to run \_\_\_\_\_ (Announcements limited to no more than 3 times per event.)

Announcements should be submitted in writing, or by phone, **NO LATER THAN 3 PM WEDNESDAY** before the Sunday you want them announced. They can be mailed, put in the mailbox, dropped off at the office, or emailed in before 3 PM Wednesday. Email address for announcements: [kim@calvarylc.com](mailto:kim@calvarylc.com)

PLEASE PRINT CLEARLY what you would like the announcement to say in **25 words or less**. If necessary, editing may take place due to limited space.

## Bulletin Announcement

## Expanded Website Announcement (If more space is needed, attach document)

(over)

**Verbal Announcement from pulpit** (Verbal announcements must be submitted to Pastor one week in advance.) (Not all requests for verbal announcements are granted.)

**PowerPoint Announcement**