

Ministry Event Planning Form

*(This form is provided to assist the ministries in planning their events.
To schedule events, please e-mail Tina Daniell with pertinent information
at tina1284@bellsouth.net.)*

Event Name:			
Ministry(ies) Responsible for Coordinating the Event:			
<input type="checkbox"/> Adult Education	<input type="checkbox"/> Community Outreach	<input type="checkbox"/> Hospitality	<input type="checkbox"/> Seniors
<input type="checkbox"/> Building & Grounds	<input type="checkbox"/> Encouragement & Care	<input type="checkbox"/> Leadership	<input type="checkbox"/> Sports
<input type="checkbox"/> C.A.R.E. Groups	<input type="checkbox"/> Enter In	<input type="checkbox"/> Men's	<input type="checkbox"/> Transportation
<input type="checkbox"/> Christian Activities	<input type="checkbox"/> Finance	<input type="checkbox"/> Missions	<input type="checkbox"/> Women's
<input type="checkbox"/> Communications	<input type="checkbox"/> Hispanic	<input type="checkbox"/> Prayer	<input type="checkbox"/> Youth
Individual(s) Responsible for Coordinating the Event:			
Name(s):			
E-Mail Address(es):			
Phone Number(s):			
Date(s) of Event(s):			
<i>Make sure you have viewed the FCCM Calendar of Events at www.fcc-m.com to determine if the date(s) is available.</i>			
Location:			
<input type="checkbox"/> Fellowship Hall		<input type="checkbox"/> Church Grounds	
<input type="checkbox"/> Sanctuary		<input type="checkbox"/> Other	
Event Start Time:	Event End Time:	Event Set-up Time:	Event Vacate Time:
Equipment Needed: (Each ministry is responsible for ensuring equipment is available and set up for their activity.)			
<input type="checkbox"/> Laptop	<input type="checkbox"/> TV	<input type="checkbox"/> Wireless Microphone	
<input type="checkbox"/> LCD/Video Projector	<input type="checkbox"/> Van	<input type="checkbox"/> Other	
<input type="checkbox"/> Microphone	<input type="checkbox"/> VCR/DVD		
Publicity: (check all that apply)			
<input type="checkbox"/> Bulletin	<input type="checkbox"/> E-Mail	<input type="checkbox"/> Newspaper	<input type="checkbox"/> Sign
<input type="checkbox"/> Bulletin Insert	<input type="checkbox"/> Newsletter	<input type="checkbox"/> PowerPoint	<input type="checkbox"/> Website
Event Description – Please provide a short description to be used in publicizing this event (i.e., fundraiser, admission costs, food, transportation, audience/participants, person to see for additional information, deadlines, etc.)			
Date E-mail Submitted to Tina Daniell			
Date(s)/Location(s) Available:		<input type="checkbox"/> Yes	<input type="checkbox"/> No