



## MINISTRY PLAN WORKSHEET

Worksheets are to be turned into Courtney Tedford in the church office at least **TWO WEEKS** prior to the event.

Event Name \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone/Email \_\_\_\_\_

Space requested \_\_\_\_\_

Reserve Church Van? White Van \_\_\_\_\_ Grey Van \_\_\_\_\_ People Mover \_\_\_\_\_  
Driver \_\_\_\_\_ (must be approved by church – with license on file)

What is the purpose of the event? (Describe the event)

\_\_\_\_\_

How many people are you planning for? \_\_\_\_\_

Will any media equipment be needed? \_\_\_\_\_

Are there any food needs? Yes \_\_\_ No \_\_\_ If so, make arrangements with the kitchen staff TWO WEEKS prior to the event. Menus are decided by sponsoring group and kitchen staff.

\_\_\_\_\_

*Do you have any need to publicize this event in the church communications? \_\_\_ Yes \_\_\_ No (bulletin, newsletter, website, social media, etc.) please contact Courtney Tedford at [ctedford@fsfumc.org](mailto:ctedford@fsfumc.org).*

Is Child Care needed? If so, what ages & total number? Yes \_\_\_ No \_\_\_

\_\_\_\_\_

***Must contact Kelly DeSoto at least 2 weeks prior to event.***

Any special set up for tables and chairs? \_\_\_\_\_

\_\_\_\_\_

Sketch your set-up needs here.

Submitted by \_\_\_\_\_

Date \_\_\_\_\_

Approved by \_\_\_\_\_

Date \_\_\_\_\_